Spillman Classic Jail Administrator Manual

spillman®
technologies, inc.

reliable innovation

Spillman® Public Safety Software

Spillman Technologies, Inc.
4625 West Lake Park Blvd.
Salt Lake City, Utah 84120
Telephone: 1-800-860-8026
www.spillman.com

First Publication: December 2016

Notice

Table of Contents

Preface

Welcome to the *Spillman Classic Jail Administrator Manual*.

This manual is written for administrators about how to set up and maintain the Classic Jail Management module.

The Classic Jail Management module is available for Spillman 6.1 and above.

Other manuals

The *Spillman Application Setup and Maintenance Manual* provides information for the Spillman Application Administrator (SAA) at your agency, including procedures for installing and maintaining Spillman. The *Spillman Code Table Setup and Maintenance Manual* provides information for adding and maintaining your agency's code tables. The *Spillman Security Setup and Maintenance Manual* provides information for protecting your agency's system and setting up system privileges.

Windows basics

Before using Spillman, be familiar with the standard features of Microsoft® Windows®. At a minimum, know how to do the following:

- Use a mouse or keyboard to perform basic tasks, such as choosing menu options and buttons

- Work with windows, such as selecting, minimizing, restoring, maximizing, sizing, scrolling, closing, and so forth

- Work with dialog boxes

If these tasks are unfamiliar, then refer to your Windows online documentation or complete an online Window tour.

Manual conventions

When using this manual, note the following conventions.

Convention	Meaning/Use	Examples
bold	Used for names of options, text boxes, buttons, fields, and other items that appear on the screen.	**OK** is a button on the screen. Click **OK**, or press Enter.
angle bracket (>) between items	Shows the menu option(s) that must be selected, in sequence, to get to a specific option.	From the Start menu, select **All Programs** > **Spillman** > **Spillman Mobile**.
plus sign (+) between keys	Used for keys that are pressed at the same time. Hold down the first key, and then press the other key(s). When a keystroke is available for a mouse action, both the mouse action and the keystroke are presented.	Press Ctrl+E. Click **Close**, or press Ctrl+F4.
comma (,) between keys	Used for keys that are pressed in sequence. Press and release each key, in the order shown.	Press Alt, F, O to open the File Options dialog box.
`Courier font`	Used for displayed text. Used for Spillman table names.	The software prompts: `Are you sure you want to delete this record?` Open the Spillman Names table (`nmmain`).
`bold Courier font`	Used for information you enter.	Enter the street address, such as **`401 W Sycamore St`**.
italics	Used for emphasis. Used for variable information you supply.	Enter the date, using the *mm/dd/yyyy* format.

The following boxes indicate special information.

> **NOTE**
>
> Notes call attention to information that is of particular importance or that varies depending on a particular condition, such as the way your Spillman Application Administrator (SAA) has configured the software.

> **TIP**
>
> Tips present recommendations, optional actions, and additional ways to perform specific tasks.

> **CAUTION**
>
> Cautions point out actions that might endanger your data or its integrity (usefulness) or cause other problems later.

Features on your computer depend on your software version, modules, and privileges. Actual screens on your computer might vary from the example screens shown in this manual. However, any differences are minor and do not affect the tasks being described.

To find more manuals, visit MySpillman or the Spillman Knowledgebase.

Pre

Spillman Classic Jail Administrator Manual

Chapter 1

Setting Up Code Tables

Jump to topic:

Introduction

This chapter lists the code tables used in the Classic Jail Management module. For more information about setting up code tables, see the *Spillman Code Table Setup and Maintenance Manual*.

List of Code Tables

The following section lists the code tables used in the Classic Jail Management module.

jcacirc
Arrest Circumstance is a pre-loaded code table used in the Arrest table.

Arrest Circumstance

4 characters, alphanumeric field. A code indicating the circumstance surrounding an arrest.

Description

30 characters, alphanumeric field. A description of the arrest circumstance code.

jcardisp
Arrest Disposition is a pre-loaded code table used in the Arrest table.

Arrest Disposition

3 characters, alphanumeric field. A code representing the disposition of the arrest.

Description

30 characters, alphanumeric field. A description of the arrest disposition code.

jcdispen
Medications Dispensing is a pre-loaded code table used in the Required Medications table in the Jail Management module.

Dispensing Code

4 characters, alphanumeric field. A code indicating how to dispense the medication, for example, by mouth, IV, or injection.

Dispensing Instructions

Text field. Instructions for dispensing the medication.

jcijstat   Inmate Judicial Status is a pre-loaded code table used in the Jail Management module.

Judicial Status Code

4 characters, alphanumeric field. A code for the judicial status of an inmate, for example, protective custody, sentenced, or work release.

Description

30 characters, alphanumeric field. A description of the judicial status code.

jcinmcls   Institutional Classification is a pre-loaded code table used in the Jail Management module.

Institutional Class Code

4 characters, alphanumeric field. A code indicating the institutional class in which an inmate fits, such as general population, medical segregation, or special care unit.

Description

30 characters, alphanumeric field. A description of the institutional class code.

jcojstat   Offense Judicial Status is a pre-loaded code table referenced in the Offense table.

Judicial Status Code

4 characters, alphanumeric field. A code for the judicial status of an offense.

Description

30 characters, alphanumeric field. A description of the judicial status.

jcprploc   Property Location is a pre-loaded code table used in the Jail Management module.

Property Location Code

5 characters, alphanumeric field. A code indicating the location of property withheld from an inmate.

Description

30 characters, alphanumeric field. A description of the storage location, for example, `Bin 1, Locker 3.`

jcseccls
Security Class is a code table referenced in the Jail Management module.

Security Class Code

3 characters, alphanumeric field. A code for the type of security needed for a group of inmates, for example, minimum, medium, or maximum security.

Description

30 characters, alphanumeric field. A description of the security class.

jcsexprf
Sexual Preference is a pre-loaded code table used in the Jail Management module.

Sexual Preference Code

1 character, alphanumeric field. A code for an inmate's sexual preference. Specify an inmate's sexual preference to help minimize conflicts when you assign jail cells.

Description

30 characters, alphanumeric field. A description of the sexual preference code.

jctbpres
Pre-Sentence Classifications is a pre-loaded code table used in the Arrest table.

Pre-Sentence Code

2 characters, alphanumeric field. A code for a pre-sentence classification, such as material witness, protective custody, or probationary hold.

Description

35 characters, alphanumeric field. A description of the pre-sentence code.

jmlev1

Housing Level 1 File is a code table referenced in the G/L Department File (`gldept`), Housing Level 2 File (`jmlev2`), and the Main Booking (`jmmain`) tables.

Code

4 characters, alphanumeric field.

Name

30 characters, alphanumeric field.

Isolate

1 characters, alphanumeric field.

Secur

2 characters, alphanumeric field.

Belong

1 character, numeric field.

Tmploc

1 character, numeric field.

jmoftblc

Jmoffens Local ID is a code table referenced in the Local Identification Detail (`jmoffloc`) table.

Abbr

3 characters, alphanumeric field.

Desc

30 characters, alphanumeric field.

jmtbadjt

Sentence Adjustment is a pre-loaded code table used in the Jail Management module.

Adjustment Code
---

4 characters, alphanumeric field. A code indicating the reason for a sentence adjustment, such as administrative time credit or disciplinary sentence increase.

Description
---

30 characters, alphanumeric field. A description of the adjustment code.

jmtbalco   Alcohol/Drug Influence is a code table referenced in the Arrest table.

Alcohol/Drug Influence Code
---

15 characters, alphanumeric field. A code that indicates the degree or type of alcohol or drug influence involved in the arrest, for example, intoxicated, under drug influence, or been drinking.

jmtbarty   Arrest Type is a pre-loaded code table used in the Arrest table.

Arrest Type Code
---

4 characters, alphanumeric field. A code for the type of arrest.

Description
---

30 characters, alphanumeric field. The description of the arrest type code.

Custody Indicator
---

1 character, alphanumeric field. A numeric code that indicates whether the arrest is a custody arrest, non-custody arrest, or other type of arrest. Enter one of the following codes.

Code	Description
1	Custody Arrest
2	Non-Custody Arrest
3	Other

jmtbbagn

Jail Billing Agencies is a code table is referenced in the Jail Management module. Update this table regularly so that it contains all the billable agencies (including your own agency) and the correct billable amount for each day an inmate is in your facility. Generally, your own agency is the only non-billable agency (the billable amount is zero).

Abbr

4 characters, alphanumeric field. A code for an agency that can be billed for inmate jail expenses.

Desc

30 characters, alphanumeric field. The name of the agency.

Bdamt

Numeric field, maximum value 99999.99. The amount of money charged for each day an inmate is in your facility.

jmtbbndc

Bonding Company is a code table referenced in the payment windows for bonds, fees, fines in the Offense table.

Bonding Co. Code

4 characters, alphanumeric field. A code for the bonding company.

Description

30 characters, alphanumeric field. The name of the bonding company.

Address

40 characters, alphanumeric field. The address of the bonding company.

City

15 characters, coded field (`apcity`). The city where the bonding company is located. Click the Lookup button (Ctrl+E) to open a list of valid city codes.

State

2 characters, coded field (`apstate`). The state where the bonding company is located. Click the Lookup button (Ctrl+E) to open a list of valid state codes.

Zip

10 characters, numeric field, format *xxxxx xxxx*. The bonding company's ZIP Code. The last four characters are optional.

Phone

18 characters, numeric field, format *(xxx)xxx-xxxx xxxx*. The bonding company's phone number.

Bond Limit

Numeric field, maximum value 99999999.99. The maximum bond amount the bonding company can provide.

Bondsmen

Detail field. Click the **Detail** button (Ctrl+N) to open the Bondsmen detail window. In the detail window, enter the name, address, and phone number of each bondsman your agency might work with. When you close the detail window, the name of the bondsmen appear on the screen.

jmtbbond

Bond/Fine/Fee/Rest Clearance is a pre-loaded code table used in the payment windows for bonds, fees, and fines in the Offense table.

Abbr

4 characters, alphanumeric field. A code for the type of clearance.

Desc

30 characters, alphanumeric field. A description of the type of clearance.

Waive

1 character, alphanumeric field. Determines whether the Clearance code can waive a bond before it is paid in full. Enter **y** for yes or **n** for no.

Action

1 character, numeric field. An action code for the type of bond. Enter **0** (zero) if the bond can be cleared by payment or exceptional means. Enter **1** if the inmate cannot be released on bail.

jmtbdisp   Release Disposition is a pre-loaded code table used in the Release Inmate screen in the Jail Management module.

Release Disposition Code

3 characters, alphanumeric field. A code indicating the disposition of an inmate's release, such as released from custody, released to other adult, and juvenile released to parents.

Description

30 characters, alphanumeric field. A description of the release disposition code.

Internal Active Flag

1 character, alphanumeric field. Set up this field as instructed by the Spillman Installation Technician.

jmtbent   Arrest Entry is a pre-loaded code table used in the Arrest table.

Abbr

4 characters, alphanumeric field. A code for the type of arrest entry, for example, criminal arrest entry.

Desc

30 characters, alphanumeric field. A description of the arrest entry code.

jmtbevnt   Jail Event is a pre-loaded code table used in the Inmate Intake and Release, Jail Log, Jail Scheduled Events, Inmate Location Log tables.

Abbr

3 characters, alphanumeric field. A code indicating a jail event, such as inmate booking, medications dispensed, or meals served.

Description

30 characters, alphanumeric field. A description of the jail event code.

Action Code

2 characters, coded field. A code that classifies important jail events. Used in the Scheduled Events program, Inmate Log, Intake screen, and Release screen. Click the Lookup button (Ctrl+E) to see a list of valid codes.

Define at least one jail event code for each of the following action codes.

Code	Description
0	Other
1	Inmate Cell Change
2	Inmate Disciplinary Problem
3	Inmate Telephone Call
4	Inmate Court Appearance
5	Inmate Medical Event
6	Medications Dispensed
7	Inmate Medical Appointment
8	Inmate Booking
9	Inmate Release
10	Inmate Work Release Out
11	Inmate Work Release In
12	Extraordinary Clearances

If you have more than one jail event code that uses the same action code, then assign the first jail event the positive value of the action code. Assign all subsequent jail events the negative value of the action code.

For example, suppose your agency has two Jail Event codes that use the action code 1. For the first jail event code, enter **1** in the **Action Code** field. For the second jail event code, enter **-1** in the **Action Code** field. The software treats 1 and -1 as the same action code.

jmtbjprp

Jail Property is a pre-loaded code table used in the Property Issued screen in the Jail Management module.

Item Code

15 characters, alphanumeric field. A code for a piece of jail property issued to an inmate, such as a pillow, sheets, or blankets.

Item Description

30 characters, alphanumeric field. A description of the piece of jail property.

Item Cost

11 characters, numeric field, maximum value 9999.99. The cost of the item in dollars.

Std Issue Qty

2 characters, numeric field. The quantity to be issued if this item is included in the group of standard items issued to each inmate.

Don't Issue to Classification(s)

Detail field. Prevents a user from issuing this item to inmates that have certain risk classifications. Click the **Detail** button (Ctrl+N) to open the detail window. In the detail window, enter the codes for any risk classifications that are not allowed to use this item.

Don't Issue to this Gender

1 character, alphanumeric field. For gender-specific items, indicates which gender is *not* issued the item. Enter **m** for male or **f** for female.

Is Item Consumable

1 character, alphanumeric field. Indicates whether an item is consumable. Enter **y** for yes or **n** for no. Consumable items might include soap, deodorant, feminine hygiene packet, note pad and pencil, and so on. When a released inmate is returning issued property, the software automatically marks all consumable items as returned.

jmtbncic

NCIC is a pre-loaded code table used in the Offenses and Wanted Persons tables.

Abbr

4 characters, alphanumeric field. The NCIC-designated code for an offense.

Desc

30 characters, alphanumeric field. A description of the NCIC code.

jmtbrskc   Risk Special Class is a pre-loaded code table used in Risk Assessment screen in the Jail Management module, the Commissary Item table in the Commissary module, and the Jail Property code table.

Risk Class Code

4 characters, alphanumeric field. A code indicating an inmate's personality or mental state.

Description

30 characters, alphanumeric field. A description of the inmate's mental state or personality.

Handling Instructions

Text field. Any instructions or information for employees working with inmates who are assigned the risk class code.

jmtbrskq   Risk Question Table is a code table used to add or modify questions to the Risk Analysis program.

Abbr

5 characters, numeric field. The question number.

Quest

30 characters, alphanumeric field. A brief description of the risk question.

Action

5 characters, numeric field. The action taken.

Lower

5 characters, numeric field. The lowest score an inmate can have for this question. Generally, the lower the score, the greater the risk involved.

Upper

5 characters, numeric field. The highest score an inmate can have for this question. Generally, the higher the score, the lower the risk involved.

Desc

1999 characters, alphanumeric field. The possible responses to the risk question, with their scores.

jmtbsec   Housing Security is a pre-loaded code table used in the Jail Management module.

Security Code

2 characters, alphanumeric field. A code for the level of security at a housing unit, for example, minimum security or maximum security.

Description

30 characters, alphanumeric field. A description of the security code.

jmtbsntc   Sentence Component is a pre-loaded code table used in the Jail Management module.

Abbr

4 characters, alphanumeric field. The type of sentence being served by an inmate.

Desc

30 characters, alphanumeric field. A description of the sentence.

jmtbsrch   Body Search Type is a pre-loaded code table used in the Jail Management module.

Search Type Code

4 characters, alphanumeric field. A code for the type of body search conducted on an inmate, for example, pat-down, strip, or body cavity.

Description

30 characters, alphanumeric field. A description of the type of body search.

jvtbdest   Visitor Log Destination is a pre-loaded code table used in the Visitor Log table in the Jail Management module.

Destination Code

4 characters, alphanumeric field. A code for a visitor destination within the parameters of the jail, for example, visitation rooms or law library.

Description

30 characters, alphanumeric field. A description of the destination code.

Post of Entry

4 characters, coded field (`jvtbpost`). The entrance location where the visitor checks in. Click the Lookup button (Ctrl+E) to open a list of valid codes.

jvtbdisp   Visitor Log Disposition Codes is a code table used in the Jail Management module.

Abbr

3 characters, alphanumeric field.

Active

1 character, alphanumeric field.

Desc

30 characters, alphanumeric field.

jvtbpost   Visitor Log Entry Post is a pre-loaded code table used in the Visitor Log table in the Jail Management module.

Entry Post Code

4 characters, alphanumeric field. A code for a jail entrance or a section of the jail through which visitors can pass.

Description

30 characters, alphanumeric field. A description of the entry post code.

Print Spooler

80 characters, alphanumeric field. The name of the printer used to print visitor passes at the designated entry post. In general, the printer format is `/dev/ttyx,` where `x` is the number assigned to the printer.

nmtbasoc

Name Association Type is a code table referenced in the Name Association Definitions (`nmassoc`) table.

> **NOTE**
>
> The `nmtbasoc` code table is referenced in other parts of the software. Therefore, the code table might already be set up.

Abbr

4 characters, alphanumeric field. The abbreviation used by your agency to identify the category of name association.

Desc

30 characters, alphanumeric field. The full description or name of the category of name association.

Action

5 characters, numeric field. The action code value associated with the name association type.

oftbcirc

Offense Circumstance Codes is a pre-loaded code table used in the Offense Circumstances Detail table.

Abbr

5 characters, alphanumeric field.

Desc

30 characters, alphanumeric field.

oftbdisp

Offense Disposition is a pre-loaded code table used in the Wanted Persons and Offense tables.

Abbr

3 characters, alphanumeric field. A code indicating the disposition of an offense.

Desc

30 characters, alphanumeric field. A description of the disposition code.

Action

4 characters, coded field. The internal action code associated with the disposition. Click the Lookup button (Ctrl+E) to open a list of valid action codes.

Define at least one disposition code for each of the following action codes.

Code	Description
0	Not Used by UCR Reports
1	Juvenile, Handled and Released
2	Juvenile, Rfrd to Juve Author
3	Juvenile, Rfrd to Welfare Agnc
4	Juvenile, Rfrd to Othr Police
5	Juvenile, Rfrd to Adult Auth

If you enter an invalid action code, then the software displays `Invalid action value` next to the field.

oftbloct

Offense Location Types is a code table referenced in the Master Offense Table.

Abbr

5 characters, alphanumeric field. Designate the abbreviation that your agency will use to identify this category of offense location.

Desc

30 characters, alphanumeric field. Designate the full description of this category of offense location.

oftbmeth

Offense Method of Entry is a code table referenced in the Master Offense Table.

Abbr

3 characters, alphanumeric field. Designate the abbreviation that your agency will use to identify this category of method of entry.

Desc

30 characters, alphanumeric field. Designate the full description of the this category of method of entry.

Chapter 2

Setting Up Application Parameters

Jump to topic:

Introduction

This chapter provides information you will need to set up the Jail module.

You must complete the following tasks:

1. Set up the common application parameters in the Application Parameters table (`apparam`).

   If you have not already done this task, then refer to the *Spillman Application Setup and Maintenance Manual*.

2. Add or modify common codes as needed.

   If you have not already done this task, then refer to the *Spillman Code Table Setup and Maintenance Manual* for a complete list of common code tables and instructions on adding and modifying codes.

3. In `jmparms` and `apparam`, set up the application parameters required by the Jail module.

   This chapter describes the application parameters required by the Jail module.

4. Add or modify, as needed, the codes required by the Jail module. For more information, see "Setting Up Code Tables" on page 11.

Setting Up Application Parameters

You must set up Jail application parameters in both the Jail Parameters table (`jmparms`) and the Application Parameters table (`apparam`).

Jail Parameters table (jmparms)

In `jmparms`, set up the following parameters as needed. For parameters marked with an asterisk (`*`), define account numbers only if your agency uses the General Ledger module.

Parameter	Description	Value
`*aract`	Accounts Receivable Account	For example, `1012-000`
	The general ledger account number your agency assigned to the Accounts Receivable account.	
`askrecp`	Ask to Print Receipts?	`YES/NO`
	The software prompts the user before it prints receipts in various Jail programs. If you set the value to `NO`, then the software prints receipts automatically. The default value is `YES`.	
`autohold`	Generate Auto Holds	`PROMPT/AUTO/OFF`
	This parameter gives you the option of having the software create holds for an inmate. The software creates a hold when certain fields in the Offense table (`jmoffens`) meet the criteria you specify in the Auto Holds table (`jmahold`). If `autohold` is set to `PROMPT` (the default value), then the software prompts the user about creating a hold. The user can press `Y` or ENTER to create the hold or `N` to not create the hold. If `autohold` is set to `AUTO`, then the software creates a hold and informs the user. If `autohold` is set to `OFF`, then the software does not enter a hold.	
`*caact`	Jail Cash Account	For example, `1100-000`
	The general ledger account number your agency assigned to the Jail Cash account.	
`cashrel`	Cash refunds upon release	`YES/NO`
	The software prompts for a refund when you are releasing an inmate if a positive cash account balance exists. If you do not want the software to prompt you to refund the inmate's cash account, then set `cashrel` to **NO**. The default is `YES`.	
`checks`	Print Checks?	`YES/NO`
	Specify whether you want the software to print checks.	
`closeage`	Age to Close if Older Than	Numeric
	Number of days after inmate release when the account can be closed.	

Parameter	Description	Value
`closeamt`	Close If Less Than ___	Dollar amount
	If inmate's cash account is under the amount given here and the inmate has been released for at least the number of days specified in the `closeage` parameter, then the money in the cash account is transferred to the agency. For amounts over the given amount, the agency must have a court order to transfer the money.	
`*csacct`	Cost of Sales Account	For example, `4500-000`
	The general ledger account number your agency assigned to the Cost of Sales account.	
`delage`	Cash Acct Delete Age	Numeric
	Number of days after which the agency can delete a cash account and all history thereof. The cash account balance must be zero, and the account must have had no activity for the number of days specified here.	
`*ieacct`	Indigent Expense Account	For example, `4100-000`
	The general ledger account number your agency assigned to the Indigent Expense account.	
`*ipacct`	Inmate Payable Account	For example, `2500-000`
	The general ledger account number your agency assigned to the Inmate Payable account.	
`*ivacct`	Inventory Account	For example, `1200-000`
	The general ledger account number your agency assigned to the Inventory account.	
`jmcasan`	List All Available Names	`YES/NO`
	If `jmcasan` is set to `YES`, then the software (when searching for a name in the Cash Account table) lists all names from the Names table that match the search criteria. If `jmcasan` is set to the default value (`NO`), then the software lists only those names that have active bookings or open cash accounts in the Jail module.	
`maxpur`	Maximum Commissary Purchases	Dollar amount
	The maximum dollar amount allowed for a purchase by this inmate.	
`mincash`	Minimum Cash Account Balance	Dollar amount
	The dollar amount entered in this parameter must be equal to or greater than zero. If a commissary purchase will bring an inmate's cash account balance below the entered amount, then the software either disallows the purchase (if the item is not coded as indigent) or prompts the officer to OK the purchase from the indigent account. If a negative dollar amount is entered, then each time a user accesses the Enter Commissary Purchases screen (`cmpurch`) the following prompt appears: `Mincash cannot be less than 0, setting to 0.` This prompt will continue to appear until the value of the `mincash` parameter is set to greater than or equal to zero.	
`modclose`	Modify Closed Bookings	`YES/NO`
	This parameter gives you the option of modifying closed bookings. If set to `YES`, then it allows closed bookings to be modified. If set to `NO`, then it prevents closed bookings from being modified.	

Parameter	Description	Value
`noverbk`	Don't Verify Booking in jmcash	YES/NO
	This parameter gives you the option of verifying booking numbers on inactive accounts in the Inmate Cash Account table (`jmcash`) when adding cash transactions. If `noverbk` is set to `YES`, then the software does not prompt the user to verify the booking number. The most recent booking number associated with the inmate is automatically posted with each transaction. If `noverbk` is set to `NO` or left blank, then the software prompts the user for the booking number to associate with the transaction. The most recent booking number is the default, but the user can enter any number. The software validates the booking number by identifying whether the person has a jail booking record (in `jmmain`) that corresponds with the booking number entered.	
`*saacct`	Sales Account	For example, `3200-000`
	The general ledger account number your agency assigned to the Sales account.	
`*shacct`	Shrinkage Account	For example, `4400-000`
	The general ledger account number your agency assigned to the Shrinkage account.	
`*stacct`	Sales Tax Account	For example, `2300-000`
	The general ledger account number your agency assigned to the Sales Tax account.	
`taxpct`	Sales Tax Percent	Numeric
	The current sales tax rate charged in your area.	
`*vpacct`	Vendor Payable Account	For example, `2400-000`
	The general ledger account number your agency assigned to the Vendor Payable account.	

Application Parameters table (apparam)

Set up the following parameters as needed in `apparam`.

Parameter	Description	Value
`adultage`	Age of Adult Status	Numeric
	The age at which a person is legally considered an adult. The default value is **18**.	
`bookjuve`	Book Juveniles?	YES/NO
	If `bookjuve` is set to `YES`, then when you enter a juvenile into the booking program, the software offers instructions and then asks whether you wish to continue with the booking. If `bookjuve` is set to `NO`, then the software offers instructions and when you press ENTER, takes you out of the booking program. The instructions are agency specific and are set up in the `juveinst` parameter.	

Parameter	Description	Value
jmabildt	Use Multi-Agency Billing Date	arrivdt,reldt arrivdt,relcr arrivcr,relcr arrivcr,reldt
	Determines the fields the software uses as starting and ending dates for calculating billing days. • If you set jmabildt to arrivdt,reldt, then the Jail Multi-Agency Billing report (rpjmabil) uses the value in the **Arrival Date** field of the Inmate Intake and Housing screen as the starting date and the value in the **Release Date** field of the Release Inmate screen as the ending date. • If you set jmabildt to arrivdt,relcr, then the Jail Multi-Agency Billing report (rpjmabil) uses the value in the **Arrival Date** field of the Inmate Intake and Housing screen as the starting date and the value in the **Release Credit** field of the Release Inmate screen as the ending date. • If you set jmabildt to arrivcr,reldt, then the Jail Multi-Agency Billing report (rpjmabil) uses the value in the **Arrival Crdt** field of the Inmate Intake and Housing screen as the starting date and the value in the **Release Date** field of the Release Inmate screen as the ending date. • If you set jmabildt to arrivcr,relcr, then the Jail Multi-Agency Billing report (rpjmabil) uses the value in the **Arrival Crdt** field of the Inmate Intake and Housing screen as the starting date and the value in the **Release Credit** field of the Release Inmate screen as the ending date.	
jmalias	Allow bookings with alias names?	YES/NO
	If jmalias is set to YES, then the software allows bookings using alias names. If a user tries to use a known alias (an alias known to the software) to book someone, then the software prompts This is an alias name. Use real name instead?. (If the user selects the real name, then the software creates the booking record using the real name. Otherwise, the software creates the booking record using the alias name.) If jmalias is set to NO, blank, or undefined, then the software does not allow bookings using alias names. This is the default. If a user tries to use a known alias to book someone, then the software prompts Cannot book for alias name. Use real name instead? (If the user selects the real name, then the software creates the booking record using the real name. Otherwise, the software returns the user to the previous menu.)	
jmbilast	Bill for inmate release day	YES/NO
	If jmbilast is set to YES, then the Jail Multi-Agency Billing report (rpjmabil) bills the inmate for the release day. If jmbilast is set to NO, then the Jail Multi-Agency Billing report (rpjmabil) does not bill the inmate for the release day.	
jmbffro	Use surety name in jmpaymnt	YES/NO
	If jmbffro is set to YES, then the surety name and address are included on the receipt printed for a bond payment. If jmbffro is set to NO, then the software prints the standard receipt for a bond payment.	

Parameter	Description	Value
`jmcaclos`	Close Cash Account?	YES/NO/ASK
	If `jmcaclos` is set to `YES`, then the software always closes an inmate's cash account when the inmate is released (at `jmrelese` screen). If `jmcaclos` is set to `NO`, then the software never closes an inmate's cash account when the inmate is released. If the value is set to `ASK` (the default), then the software asks `OK to refund $x.xx and close inmate cash account?`	
`jmkeepsp`	Jail Keep Separate	YES/NO/ASK
	If `jmkeepsp` is set to `YES`, then the software does not allow inmates in a Keep Separate association to be placed together. If the parameter is set to `ASK`, then the software displays `Continue in spite of Keep Separate violations (Y/N)? <N>`. The user decides whether the inmates are to be placed together. If the parameter is set to `NO`, then the software ignores the Keep Separate violation and places the inmates together.	
`jmlocjlg`	Log Inmate Movements to jmjlog	YES/NO
	This parameter determines where inmate movements are logged. If `jmlocjlg` is set to `YES`, then the system logs inmate movements to both the Inmate Log (`jmjlog`) and the Inmate Location Log (`jmloclog`). If `jmlocjlg` is set to `NO`, then the system logs inmate movements only to the Inmate Location Log (`jmloclog`). The default value is `YES`. **Note:** Consult Spillman Customer Support about how this parameter should be set for your agency. The setting of this parameter impacts jail housing reports.	
`jmmedchg`	Charge Medicine to Account?	YES/NO
	If `jmmedchg` is set to `YES`, then users can charge inmate medication costs and medical fees directly to an inmate's cash account. If `jmmedchg` is set to `NO` (the default value), then the software does not allow users to charge medication and medical costs to an inmate's cash account. For more information, see "Setting Up the Charge Medication and Medical Fees Feature" on page 88.	
`jmrelmed`	Required Medication List	YES/NO/ALWAYS
	If `jmrelmed` is set to `YES`, then the software asks whether the user wants to print required medications list for the inmate being released. If `jmrelmed` is set to the default value, `NO`, then the software does not ask the questions or generate the report. If `jmrelmed` is set to `ALWAYS`, then the software automatically prints the required medications list for the inmate being released.	
`jmrelpw`	Auto Inmate Property Release	YES/NO
	If `jmrelpw` is set to `YES`, then the software asks whether the user wants to return the inmate's property and print a receipt. If jmrelpw is set to the default value, `NO`, then the software does not ask whether the user wants to return the inmate's property and print a receipt.	
`jmtagncb`	Jail Transfer Agency to Bill	Coded `jmtbbagn`
	The code of the agency billable whenever a transfer is made. When transfers are made, the software creates a record in `jmbillh` with this agency. This overrides all other billings for the inmate until the inmate returns to the original facility.	

Parameter	Description	Value
`jmwarnlc`	Warn Location Not Part of Jail	`YES/NO`
	If `jmwarnlc` is set to `YES`, then when a user assigns/moves an inmate to a location that is not part of the jail, the message `Warning: This location is not part of your jail` appears. If `jmwarnlc` is set to `NO`, then the software does not issue this warning. (When defining jail facility housing, you use the **Belong** field of the `jmhouse` table to define whether a location is part of the jail.)	
`juveinst`	Juvenile Booking Instructions	Alphanumeric
	Enter any special instructions associated with the booking of juveniles. These instructions appear at the start of a full booking for a juvenile. You must indicate the legal adult age in the parameter `adultage`.	
`medtime1`	Medications Time One	Time; default is `07:00`
`medtime2`	Medications Time Two	Time; default is `11:00`
`medtime3`	Medications Time Three	Time; default is `17:00`
`medtime4`	Medications Time Four	Time; default is `22:00`
`minrelst`	Min. Release Sentence Time Hrs	Numeric
	The number of hours you can hold a person before the person must be released or assigned to a cell.	
`mnthdays`	Days in a Sentenced Month	Numeric
	The default is `30`. This parameter is used in calculating the number of days a sentenced person must serve.	
`postgl`	Post to General Ledger?	`YES/NO`
	If your agency uses the General Ledger module, then enter `YES` to signal the software to post to the general ledger from the Jail Management module.	
`prtfingr`	Print Finger Print Cards	`YES/NO`
	If your agency prints fingerprint cards through the Jail software, then enter **`YES`**. Be aware that an additional cost is required. Contact Spillman Customer Support for more details.	
`reladjst`	Hours of Leeway for Release	Numeric
	The number of hours before the scheduled release time that an inmate can be released. The default is 2.	
`repbonds`	Repeat Bonds?	`YES/NO`
	Enter `YES` to repeat the associated bonds each time you repeat an offense.	

Parameter	Description	Value
`repfees`	Repeat Fees?	`YES/NO`
	Enter `YES` to repeat the associated fees each time you repeat an offense.	
`riskclas`	Risk Classification Ranges	Alphanumeric
	The values that you enter for this parameter will be displayed below the Classifications heading on the final Risk Assessment (`jmrisk`) screen in a booking. Enter the risk definition that you are associating with each possible range of final risk scores. For example, –32 to 2 = Special Security/Care, 3 to 12 = General Secure Population, 13 to 18 = Minimum Security/No Special Care. Put each value range with its definition on a separate line in the **Application Parameter Value** field.	
`rxaccts`	Rx Charge Accounts	Numeric
	To use the `rxaccts` parameter, the `jmmedchg` parameter must be set to `YES`. The `rxaccts` application parameter determines the alternative cash accounts that users can select when using the **Chgs** button on the Required Medication (`jmreqmed`) screen. In `rxaccts` parameter, enter the Name numbers for the inmates or agencies whose cash accounts you want made available. Enter the Name numbers in the order in which you want the cash accounts to appear when users display the list of available cash accounts. For more information, see "Setting Up the Charge Medication and Medical Fees Feature" on page 88.	
`saveloc`	Ask Save Location on Temp/Rel?	`YES/NO`
	If `saveloc` is set to `YES`, then the software gives the user the option, upon temporary release, to reserve the inmate's location for the inmate's next stay in the facility. If `saveloc` is set to `NO`, then the inmate's location cannot be reserved.	
`unpwlctn`	Unique Property Taken Location	Blank, `1`, or `2`
	Used in the Property Taken program. • If `unpwlctn` is set to `2` and the user performs a lookup in the **Location** field while adding a property taken record, then the software lists only those lockers currently used by the inmate and those lockers not in use. You cannot store property from multiple bookings in the same storage location. • If the parameter value is set to `1` and the user performs a lookup, then the software lists all lockers. If the chosen locker is already in use, then a message appears, informing the user. However, the user can still store property in that locker. • If the parameter is not set and the user performs a lookup, then the software lists all lockers. The software automatically stores property in the chosen locker regardless of whether the locker is already in use. **Note**: If you change the value in the `unpwlctn` parameter after using the storage lockers and the changes do not take effect immediately, then you must dump and reload the `jcprploc` table. Contact Spillman Technical Services for instructions.	
`yeardays`	Days in a Sentenced Year	Numeric
	The default is `365`. This parameter is used in determining the number of days a sentenced person must serve.	

Setting Up Screening Questions

During booking, you can perform initial inmate screening, inmate medical screening, and risk assessment. The original installation of the Spillman software contains default questions for each screening program. For information on setting up the Risk Assessment screening program, see "Understanding Booking and Custody Status Flags" on page 45. For initial inmate screening and inmate medical screening, you can modify existing questions or add new ones by modifying or adding cue cards in the Application Cue Card table (`apccard`). For details on working with this program, the *Spillman Application Setup and Maintenance Manual*.

To search for the cue cards for each program, enter the appropriate key in the **Key for Accessing Cue Cards** field. The keys for accessing the cue cards are as follows.

Program	Key
Initial Inmate Screening	`jminiscr.text`
Inmate Medical Screening	`jmmedscr.text`

CAUTION

The medical, risk, and suicide questions that come with your software are intended *only as examples.* You *must* make sure that all preloaded information is reviewed, changed accordingly, and approved by your agency's authorized medical, environmental, and legal personnel. Failure to have that material reviewed and approved by authorized personnel might leave your agency at risk legally.

Defining Risk Questions

The Spillman Jail Management module includes a set of risk assessment questions. These questions are provided only as examples. For legal reasons, you must review the questions, change them to fit your agency, and have them approved by your agency's authorized personnel.

The Risk Analysis program can accommodate 46 questions. To add or modify questions, you use the Risk Question table (`jmtbrskq`), available through the Jail Utilities menu.
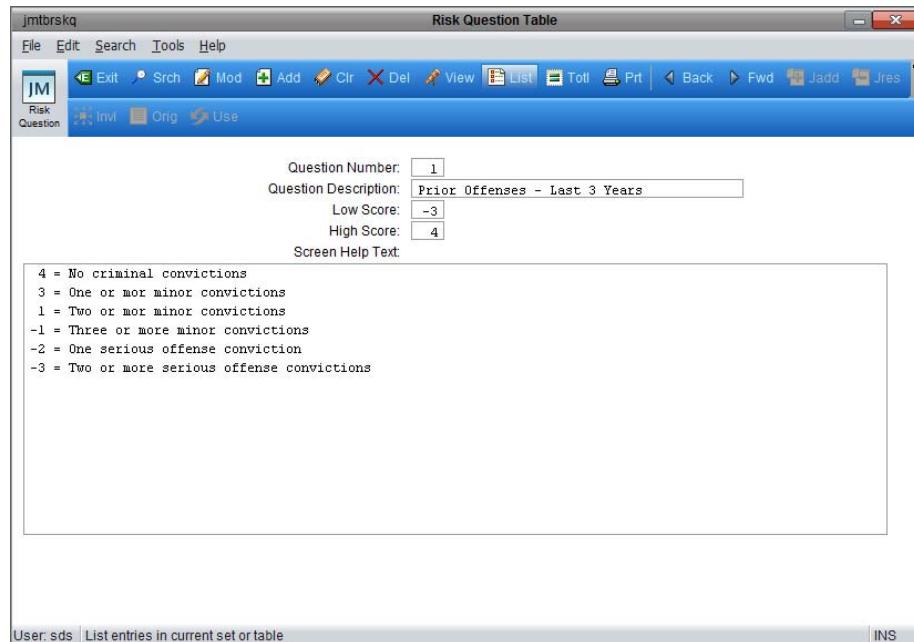
Fields on the Risk Question screen

`Question Number`

3 characters, numeric field. The number of this risk question. This value determines the order in which the question appears in the Risk Analysis program. Question 1 appears first.

`Question Description`

30 characters, alphanumeric field. A brief description of the risk question (for example, `prior offenses last 3 years`).

`Low Score`

3 characters, numeric field. Enter the lowest score an inmate can have for this question. Generally, the lower the score, the greater the risk involved. For a negative score, enter a minus sign (–) before the number, as in –5.

`High Score`

3 characters, numeric field. Enter the highest score an inmate can have for this question. Generally, the higher the score, the lower the risk involved.

Screen Help Text
_____

Text field. Enter the possible responses to the risk question, with their scores. Although this is a text field (and technically will accept unlimited information), only 13 lines can appear on the Risk Assessment screen.

Setting Up Risk Assessment Scripts

The Jail Management module comes with scripts that compile information relevant to certain risk assessment questions. When a user opens the Risk Assessment screen, the cursor rests in the **Score** field. By performing a lookup, the user starts a script (if a script exists for the current question) that compiles information relevant to the question and displays that information in a pop-up window. The user can use the information to help answer the risk assessment question.
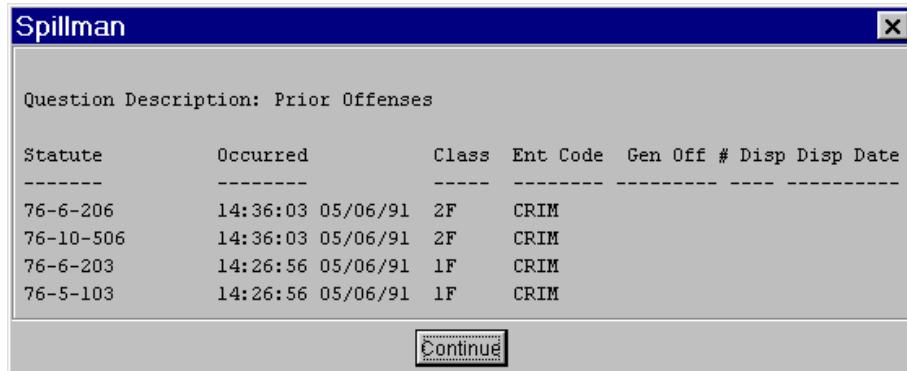
If no relevant information exists for a question, then the software displays the question description and field names, followed by the message

`No relevant information for this risk assessment question.`

If a script does not exist for a question, then the software displays the message

`No script for this risk assessment question.`

The Jail Management module includes scripts for those standard risk assessment questions for which the database contains information. The risk assessment scripts are located in the `$FORCEDIR/rpt/jail/risk` directory.

The scripts are named `jmriskq.r1`, `jmriskq.r2`, `jmriskq.r3`, and so on. You can open a script to view a description of the information the script returns. The software uses the number of the script (.r#) to determine the risk

assessment question the script corresponds to. For example, question 1 in Risk Questions table corresponds to script `jmriskq.r1`. Question 2 in Risk Questions table corresponds to `jmriskq.r2`.

Your agency or Spillman Technologies can write additional scripts for your agency's custom questions. Contact Spillman Technologies if you need assistance. (Fees apply to custom work performed by Spillman Technologies.)

If your agency uses the standard risk assessment questions that come with the software, then each script automatically corresponds to the correct question. However, if you add custom risk assessment questions or change the order of the risk assessment questions, then you must reassign each script to the appropriate risk assessment question. To do this, rename each script, giving it the number of the corresponding risk assessment question. For example, to change script `jmriskq.r1` to correspond to question 3, rename the script `jmriskq.r3`.

If you customize any risk assessment questions, then make sure the script referenced by the question is relevant to that question. If a script is no longer relevant, then you can delete the script, assign it to another question, or give it a number that is not referenced by any risk assessment question.

> **NOTE**
>
> If you customize any risk assessment scripts, then you must move them from the $FORCEDIR/rpt/jail/risk directory to the $FORCEDIR/urpt directory. Otherwise, the custom scripts are overwritten when you upgrade the Spillman software.

Generating an Automatic Hold for an Arrest

The Spillman software does not allow a user to release an inmate if the Inmate Holds table (`jmholds`) contains any active holds for that inmate. Normally, the autohold application parameter is set to PROMPT.

If you set the `autohold` application parameter to PROMPT or AUTO, then the Spillman software automatically generates a hold for a confined inmate if certain fields in the Offense table (`jmoffens`) meet the criteria you specify in the Auto Holds table. An automatic hold reminds the jailer to perform certain tasks before releasing the inmate. To activate the `autohold` parameter, see "Jail Parameters table (jmparms)" on page 31.

To have the software generate automatic holds, you must add records to the Auto Holds table (`jmaholds`).

When a user completes an Offense record by clicking **Accept** on the Offense screen (`jmoffens`), the software searches the Auto Holds table.

The software generates a hold for the inmate if the following conditions are met. The exact behavior of the software depends on the setting of the `autohold` parameter.

- The inmate is currently confined.

- If one or more Auto Holds records exist where the value you enter matches a value in the **Statute**, **Disposition**, and/or **Judicial Status** field of the current Offense record.

- If no active hold exists for the booking or offense conditions as found in the current Offense record. The software does not duplicate an existing hold.

If the values in the **Statute**, the **Disposition**, and/or the **Judicial Status** fields of the current Offense record match more than one Auto Holds record, then the software creates two or more holds for the inmate. The jailer must manually clear each hold before releasing the inmate.

In creating a hold, the software adds a record to the Inmate Holds table (`jmholds`). In the **Remarks** field of this record, the software enters a brief description of the conditions that generated the hold.

The Auto Holds screen (`jmahold`) contains the following fields.
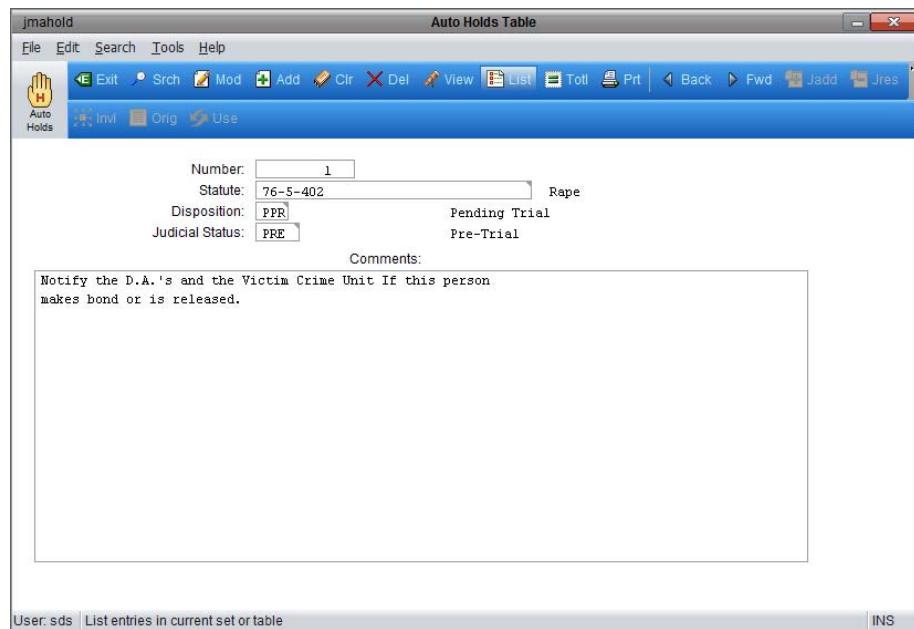
Number

A unique, system-generated number for the Auto Holds record.

Statute

14 characters, coded field. Perform a lookup to select from a list of valid Statute codes.

Disposition

2 characters, coded field. Perform a lookup to select from a list of valid Disposition codes.

Judicial Status

2 characters, coded field. Perform a lookup to select from a list of valid Judicial Status codes.

Comments

Enter any comments about the record. You can use this field to remind the jailer of actions to take before clearing the hold.

The following table contains sample information for three sample Auto Hold records. Notice the combination of several fields. For example, the software is set to create a hold for a rape only if the disposition is `Guilty`.

Record	Statute field	Disposition field	Judicial Status field	Comments field
Record 1	9A.44.040 (Rape 1st degree)	GSI (Guilty)		Contact victim before release.
Record 2	9A.40.030 (Kidnapping)	ST (Serving Time)		Obtain inmate's address before release.
Record 3	76.6.202 (Burglary)		GPS (Guilty, Pending Sentence)	Schedule community service hours.

Understanding Booking and Custody Status Flags

On the `jmmain` screen, the Active flag displays the booking status of the inmate (see the following screen), and the Here flag displays the custody status of the inmate. The software updates these statuses automatically. *Never modify the statuses directly,* except when closing or unclosing a booking. (For instructions on closing and unclosing a book, see)
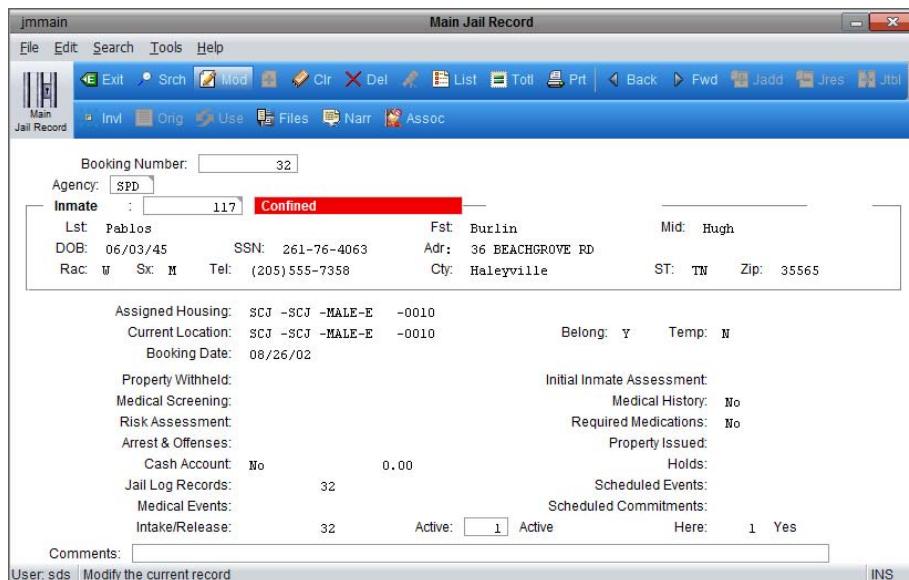
Active flag values

The Active flag values can range from –1 to 2, as explained in the following table.

–1	Non-custody booking (arrest)
0	Closed booking (final release)
1	Active booking
2	Inactive booking (released without any commitments)

Here flag values

The Here flag values can range from 0 to 2, as explained in the following table.

0	Inmate not in custody (released, not under the jail's control)
1	Inmate is in custody and has received an initial Housing Assignment
2	Inmate is in custody, but has not yet received an initial Housing Assignment

Valid flag combinations

There are six valid combinations of these flag values, as explained in the following table.

Active	Here	Description
–1	**0**	Non-custody booking (arrest). No locations exist for the inmate, since access to location field screens is not allowed in a non-custody booking.
1	**2**	Inmate is in custody, and either the Assigned Housing is blank or it is reserved by the inmate and the Current Location is blank; for example, the inmate is booked but hasn't been put into his/her Assigned Housing. This can occur following a Full, Supplemental, or Quick booking. The user can leave the inmate's location fields blank but is asked to confirm this situation. Otherwise, both location fields on `jmintake` must contain entries. When the user makes entries in those fields, the Here flag changes from **2** to **1** when the user accepts the `jmintake` screen.
1	**1**	Inmate is in custody with both Assigned Housing and Current Location assigned. This is the inmate's situation following initial assignment of both Assigned Housing and Current Location. Once the **Assigned Housing** and **Current Location** fields contain entries, they cannot be cleared until the inmate is released.
2	**0**	Inmate is not in custody; he/she has been released without commitments (for example, without having been sentenced). The Assigned Housing location can be cleared or modified, but the Current Location must always be clear.

Active	Here	Description
1	0	Inmate is not in custody but has commitments (for example, has been sentenced). The Assigned Housing location can be cleared or modified, but the Current Location must always be clear.
0	0	Booking is closed. The inmate has completed his/her commitments, or a super user has closed the booking. (See instructions under "Closing and Unclosing a Booking" on page 82.) Both Assigned Housing and Current Location for the closed booking are clear.

NOTE

The `jmmain` screen also contains two other flags. These flags are related to the inmate's current location. To the right of the **Current Location** field, note the **Belong** and **Temp** fields. The **Belong** field entry tells you whether the inmate's Current Location is part of the jail (yes). The **Temp** field entry tells you whether the inmate's Current Location is a temporary location (yes) or a housing location (no).

Defining Jail Facility Housing: an Overview

Before you can assign inmates to locations, you must use the Jail Housing Definitions program (`jmhouse`) to set up jail housing. This program lets you set up housing on five levels, from general (level 1) to most specific (level 5).

These five levels accommodate several places to which you assign inmates, for example, an assigned cell and bed, a temporary holding cell, a rec yard, the jail library, the kitchen, or an external facility such as Court or the hospital.

The Jail Housing Definitions program accommodates:

▪ Assigned Housing and temporary inmate locations

▪ Locations that belong to the jail facility and locations that do not belong to the jail facility

▪ Minimum and maximum security

It also lets you restrict assignment/movement of inmates based on gender and/or availability of space.

You can set up level 5 in either of two ways. You can force users to specify the actual location of the inmate, or you have the software automatically assign the next inmate to the next available spot in the location, up to a maximum you supply.

> **CAUTION**
>
> The software uses a hyphen to separate each jail housing level. Using additional hyphens in the names of the levels will cause data in some reports to be inaccurate.

Following are some examples of five-level housing definitions.

Example 1

Example 1 defines Building A, Block B, Section A, Pod A, Cell 24, Bed 1. Your agency can define the beds however it chooses (for example, as 0001 and 0002, or 024A and 024B).

Level 1	Level 2	Level 3	Level 4	Level 5
BLDA–	BLKB–	SECA–	PODA–	2401

Example 2

Example 2 defines Building A, Block A, Section C, the rec yard. Level 5 must be defined, but in this case you can simply make the software create at level 5 the maximum number of spots allowed for the rec yard at one time (the

maximum you defined at level 4). The software assigns the next available spot to the next inmate moved into the rec yard. In this case, the software can assign the inmate to the 24th location in the rec yard.

| BLDA– | BLKA– | SECC– | YARD– | 0024 |

Example 3

If your jail has fewer than five levels, then you can simply enter a generic word such as JAIL in the levels you aren't using. In example 3, the jail at Springfield County has only three levels, so the first two levels are defined as just JAIL. The jail is broken into two sections: SFC1 and SFC2. Cells and beds are defined under each of those sections..

| JAIL– | JAIL– | GTH1– | 0113– | 0001 |
| JAIL– | JAIL– | GTH2– | 0034– | 0002 |

Example 4

In example 4, the agency is able to move inmates to Springfield County Hospital. Again, level 5 must be defined, but you can define as many spaces as you anticipate will be needed at any one time, and you can define additional spaces later when necessary. You can also use this same type of definition for Court or any other outside destination. If you might be assigning inmates to the hospital as a temporary location and as an Assigned Housing location (for longer stays), then you must have two hospital locations defined at level 1: one temporary, one not temporary. Many other types of housing definitions are possible. These are given as examples to help you see the possibilities.

| HOSP– | GCH– | HOSP– | HOSP– | 0001 |

None of these examples uses a level name that indicates a particular gender (such as FEM1 or MALE). You can restrict a location to a particular gender in a separate field at level 4.

"Assigned Housing" is an inmate's assigned cell and bed in a non-temporary location. "Current Location" is the inmate's current physical location, such as his/her assigned cell and bed, the rec yard, the kitchen, Court, a holding cell, or the hospital. The Current Location can be either temporary or non-temporary. Inmate Assigned Housing is made at the `jmintake` or `jmquicki` screens. Current Location (movement to temporary locations or back to Assigned Housing) can be specified at the `jmintake` or `jmcimove` screens.

Occupancy

The jmhouse program shows current occupancy of the facility, including every location defined, down to individual inmate names at level 5, and whether inmates are in their Assigned Housing (cells). See the instructions for defining each level, below, for a description of the information displayed on each LEVEL screen.

To find an inmate's location, go to the jmmain or jmsumry screen (or any other jail screen with location fields, such as jmintake or jmjschd) and search for that individual. If you're looking for a currently confined inmate, then you can also search at the jmcimove screen. Instructions on using the jmsumry and jmcimove screens are in the *Spillman Jail Management User's Guide*.

Defining facility housing: level 1

Be sure to read before proceeding.

At the first screen you see in jmhouse, add a record for each level 1 unit in your facility. To add each record, you add a one-line entry to the screen.

In each line entry, enter a code for the unit, a description, the facility security type (minimum, maximum), whether this level is part of (belongs to) the jail, and whether this is a temporary location.

The Facility Housing Definitions LEVEL 1 screen appears as below.
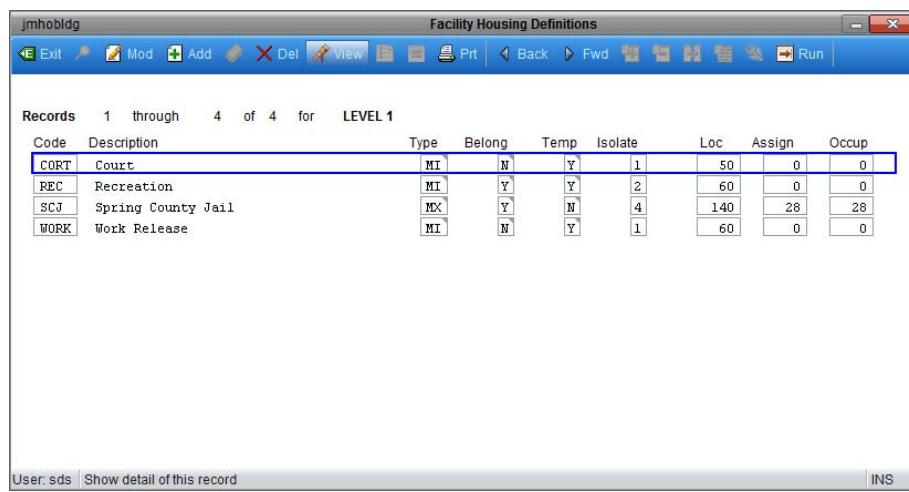
Notice the line `Records 1 through 4 of 4 for LEVEL 1` on the preceding illustration. This line indicates that the first through fourth records, of a total of four records, are currently displayed. (A similar line appears for

each LEVEL screen.) Up to 14 records can be displayed on one screen. If more than 14 records exist, then the `of #` part of this line does not appear initially. Press NEXT (Ctrl+N) or END (Ctrl+G) to display the end of the list, at which time the software totals the number of records, as in `Records 8 through 21 of 21 for LEVEL 4.`

To add a level 1 record, click **Add**. To modify an existing level 1 record, highlight that line and click the **Mod** button. A window appears containing the following fields.

Code

4 characters, uppercase, alphanumeric field. The code for this level 1 unit. If any levels are defined under this level 1 and you are modifying this level 1 entry, then the following message appears: `This code is used elsewhere and cannot be changed!` You can change the code only if no levels are defined under it.

Desc

30 characters, alphanumeric field. The description/name of this unit, for example, **Northwest Building A** or **Springfield County Hospital**.

Type

2 characters, coded field (`jmtbsec`). The code for the type of security associated with this unit.

Belongs

Yes/No. Enter **y** if this unit belongs to the jail. Enter **n** if this unit is not a part of the jail (such as the hospital or Court).

> **NOTE**
>
> If the parameter `jmwarnlc` in the `apparam` table is set to **YES** or is not defined, then when a user assigns/moves an inmate to a defined location that is not part of the jail (a location that contains an `N` in the **Belongs** field), the user receives a warning that the location does not belong to the jail.

Temp

Yes/No. Enter **y** if this is a temporary location. Enter **n** if it is not temporary (if it is an Assigned Housing unit).

When you press ENTER and exit the window, the information is saved. The other fields on this LEVEL screen are display-only.

Loc

The total number of defined locations that exist below this level—that is, the total number of level 5 locations defined under this level.

Assign

The total number of inmates whose Assigned Housing is under this level (the number of inmate "Assigned Housing" assignments under this level).

Occup

The total number of inmate "Current Location" assignments that exist under this level.

*

An asterisk (`*`) appears to the right of the **Occup** field entry for a particular level if any inmates under that level are not currently in their Assigned Housing and are not temporarily released—that is, if the **Current Location** field for any inmate is not blank and is different from the inmate's Assigned Housing location.

> **NOTE**
>
> When you have this or any other `jmhouse` level screen up on your monitor, the displayed values for Loc, Assign and Occup do *not* refresh automatically every time an inmate is assigned or moved. To refresh the values, you must exit the displayed screen (either by backing out one screen or moving forward to the next level) and then return.

Defining facility housing: levels 2 and 3

Defining level 2 At the LEVEL 1 `jmhouse` screen, highlight the level 1 unit under which you want to define level 2. Click the **View** button. The LEVEL 2 screen for that unit appears.
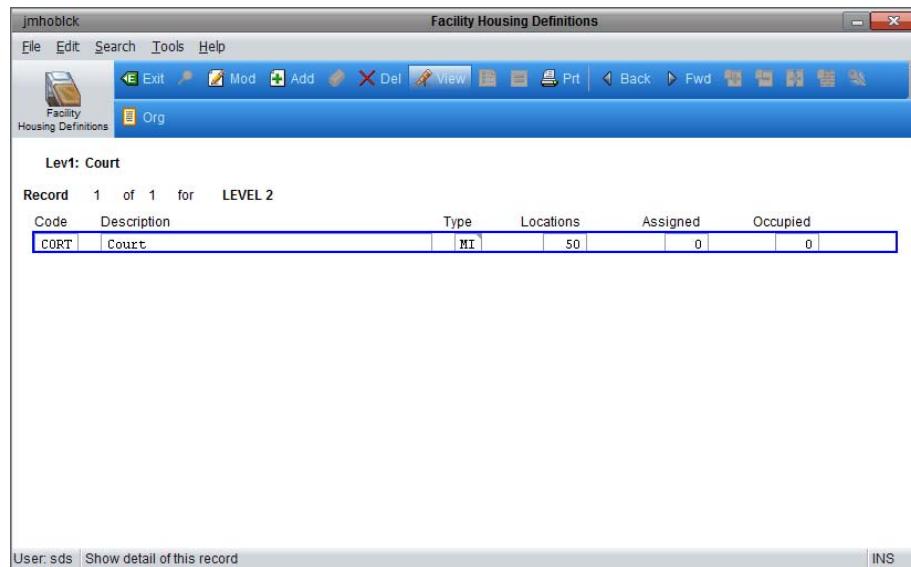
Note that the level 1 record you are under is indicated at the top of the screen. As you move through the levels, all levels you are under are listed at the top of the screen.

To add a level 2 record, click **Add**. To modify an existing level 2 record, highlight that line and click the **Mod** button. A window appears containing the following fields.

Code
_____

4 characters, uppercase, alphanumeric field. The code for this level 2 unit.

If any levels are defined under this level 2 and you are modifying this level 2 entry, then the following message appears `This code is used elsewhere and cannot be changed!` You can change the code only if no levels are defined under it.

Desc
_____

30 characters, alphanumeric field. The description/name of this unit. For example, **Block A** or **Springfield County Hospital**.

Type
_____

2 characters, coded field (`jmtbsec`). The code for the type of security associated with this unit.

When you press ENTER to exit the window, the information is saved.

The other fields on this LEVEL screen are display-only.

Locations, Assigned, Occupied
_____

For a description of these display-only fields (**Loc**, **Assign** and **Occup**),

To exit to the level 1 screen, click the **Exit** button.

Defining level 3

At the LEVEL 2 `jmhouse` screen, highlight the level 2 unit under which you want to define level 3. Click the **View** button. The LEVEL 3 screen for that unit appears. It looks exactly like the LEVEL 2 screen, except the headings at the top of the screen indicate that you are at level 3. For an explanation of the fields on the screen,

To exit one screen at a time, click the **Exit** button. To exit directly to the level 1 screen, click the **Org** button.

Defining facility housing: levels 4 and 5

Defining level 4

At the LEVEL 3 `jmhouse` screen, highlight the level 3 unit under which you want to define level 4. Click the **View** button. The LEVEL 4 screen for that unit appears.
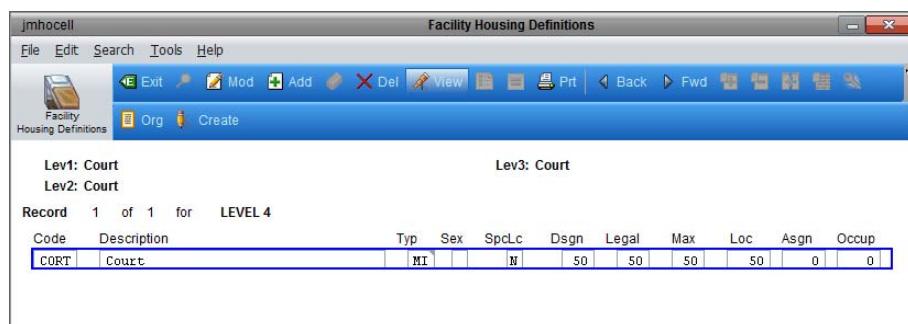
Note that the level 1, 2, and 3 records you are under are indicated at the top of the screen. As you move through the levels, all levels you are under are listed at the top of the screen so that you always know where you are in the `jmhouse` program.

To add a level 4 record, click **Add**. To modify an existing level 4 record, highlight that line and click the **Mod** button. A window appears, containing the following fields.

Code

4 characters, uppercase, alphanumeric field. The code for this unit.

Desc

30 characters, alphanumeric field. The description/name of this unit. For example, `Pod A` or `Recreation Yard` or `Springfield County Hospital`.

Type

2 characters, coded field (`jmtbsec`). The code for the type of security associated with this unit (minimum, maximum).

Sex

1 character. Possible values are `F`,`M`,`U`. Use this field to limit the unit to a particular gender. Enter **F** for female, **M** for male, **U** for unknown, or leave the field blank to permit any gender to be assigned/moved to this unit.

The software prohibits assignment/movement of inmates to units not matching their gender. It does, however, permit inmates who already are in the unit to *stay*.

> **NOTE**
>
> If you enter the `U` (unknown) value as the gender for a cell, then you cannot use that cell for any other gender type. Using the `U` value does not provide the same options as leaving the field blank.

Specific

Yes/No. `Specific Location Required?` The value you enter here determines whether users must specify, when assigning or moving an inmate to this part of the jail, the exact level 5 location in which to put the inmate. Enter **y** (to make users specify the location) or **n** (to have the software assign the next available level 5 spot to the inmate). You might use `n` when defining

a rec yard or other location where the number of spots is limited but inmates do not need to be assigned to particular spots.

If you enter **n**, then you must enter a number in the **Maximum** field, specifying the maximum number of occupants for the level 5 location. After you accept the level 4 record, the software automatically creates (defines) all corresponding level 5 locations for this section, based on the maximum. The format for each level 5 location is 0001, 0002, and 0003.

> **CAUTION**
>
> You can change the **Specific** field from **Y** to **N** before you define level 5 locations. After you define level 5 locations for this part of the jail, however, you cannot change the **Specific** field to **N** to achieve automatic generation of level 5 locations.

Design

3 characters, numeric field. The number of occupants that the cell design allows. (For example, if the cells have bolts for four beds, then enter **4**.)

Legal

3 characters, numeric field. The maximum number of occupants this cell can contain, according to the law.

Maximum

3 characters, numeric field. The maximum number of occupants the agency wants to put in this location. Keep in mind that the software uses this maximum number if it is required to create the level 5 locations for this section.

When you press ENTER to exit the window, the information is saved. The other fields on the LEVEL 4 screen are display-only.

Loc, Asgn, Occup

For a description of these display-only fields, see "Defining facility housing: level 1" on page 50.

Use the **Create** button for the highlighted level 4 if you want the software to create (define) all of the corresponding level 5 locations for this section, based on the value entered into the **Maximum** field. The format for each level 5 location will be 0001, 0002, and 0003. You can do this for any level 4 record, whether the Specific Location Required (**SpcLc**) entry is Y or N. The **Create** button only works if no level 5 locations are defined yet for this unit of the

jail. The level 5 location code can be changed (for example, from 0001 to ABCD) after auto-creation if no inmate is currently assigned to that location.

To exit one screen at a time, click **Exit**. To exit directly to the LEVEL 1 screen, click the **Org** button.

Defining level 5

At the LEVEL 4 `jmhouse` screen, highlight the level 4 unit under which you want to define level 5. Click the **View** button. The LEVEL 5 screen for that unit appears.

Note that the level 1, 2, 3 and 4 records you are under are indicated at the top of the screen. As you move through the levels, all levels you are under are listed at the top of the screen, so that you always know where you are in the `jmhouse` program.

Level 5 is the final level in `jmhouse`, where you specify individual locations for individual inmates. A level 5 location might be a bed (for cell assignments), or a number identifying a location that does not require bed assignments, such as the recreation yard or Court. *Users can assign an inmate to this part of the jail only if a location is available at this level*.

For each cell, define as many locations (beds) as you will allow in the cell. For the rec yard, Court, or other such jail section, define enough locations for all the inmates you want this unit to accommodate at any given time.

Remember that at level 4, the software automatically creates locations up to the maximum if the **SpcLc** field contains an **N** entry; you can change those as needed. Or, you can use the **Create** button at level 4 to make the software create (define) all of the locations at level 5 for that level 4 location, up to the maximum. This Create function, whether automatic or done using the **Create** button, works only if no level 5 locations are yet defined for this part of the jail.

To add a level 5 record, click **Add**. To modify a level 5 record, highlight that line and click the **Mod** button. A window appears, containing the following fields.

Seq

3 characters, numeric field. The sequence number of this location within this level 5 list of locations. You can change the number, if necessary, to move the location up or down in the list.

Type

2 characters, coded field (`jmtbsec`). The code for the type of security associated with this location.

When users are at a screen where an inmate's Housing Assignment or Current Location can be entered or changed, they can perform a Lookup or open a detail window to get a list of appropriate, available locations. The level 5 security entry you make here appears in that list.

Location

4 characters, alphanumeric field. The specifier for this location. If generated from level 4 using the **Create** button (or from the automatic Create done by the software if the **SpcLc** field contains **N** at level 4), then the format for these entries will be 0001, 0002, and 0003. You can use any format your agency requires.

Inmate

Display-only. The name of the inmate whose assigned location or current location this is. The inmate name cannot be changed at this screen. Users must make all housing assignments from the `jmintake` and `jmquicki` screens. Users can move inmates to temporary locations or back to their Assigned Housing from the `jmintake` and `jmcimove` screens.

Asg

Display-only. This field tells whether the location is: the inmate's Assigned Housing, a spot reserved for the inmate, a temporary location for the inmate, or an available location.

- If the **Asg** field displays `Yes`, then the location is the inmate's Assigned Housing location (as entered at `jmintake`). The inmate is in custody. (The **Here** field on the `jmmain` screen contains the value 1.)

- If the **Asg** field displays `Res`, then the location is reserved for the inmate, perhaps a weekender. If the parameter `saveloc` is set to **ON** in the `apparam` table, then the user can reserve a released inmate's Assigned Housing until the inmate returns.

- If the **Asg** field displays `No`, then the location is temporarily assigned to the inmate, who is in custody and was assigned here using the **Current Location** field on `jmintake` or the Confined Inmate Movement screen (`jmcimove`).

- If the **Asg** field is blank, then the location is available (has no inmate assigned or moved to it and is not reserved for an inmate).

Occ

This field tells whether the location is occupied.

- If **Occ** displays `Yes`, then the location is the inmate's current location. It might or might not be the inmate's Assigned Housing. The inmate was assigned here using the **Current Location** field on `jmintake` or the Confined Inmate Movement screen (`jmcimove`).

- If **Occ** displays `No`, then the location is *not* the inmate's Current Location. However, the inmate is in custody and this is the inmate's Assigned Housing.

  Users assign housing from `jmintake` and `jmquicki` and move inmates (to temporary locations or back to their Assigned Housing) from `jmintake` and `jmcimove`.

- If **Occ** is blank, then the location has no inmate assigned or moved to it.

The following table lists the combinations of values that are possible in the **Asg** and **Occ** fields.

Asg	Occ	Description
Yes	Yes	The inmate is currently here, in his/her Assigned Housing location.
Yes	No	The inmate is in custody but is not currently in this location, his/her Assigned Housing.
No	Yes	The inmate is currently in this location, which is not his/her Assigned Housing.
Res	BLANK	The inmate is on temporary release (perhaps the inmate is a weekender), and this location is reserved for the inmate.
BLANK	BLANK	This location has no inmate assigned or moved to it.

`Location ID`

Display-only. The full five-level identifier for this location.

To exit one screen at a time, click **Exit**. To exit directly to the LEVEL 1 screen, click the **Org** button.

Suggestions for defining jail facility housing

To take full advantage of the simplified lookup (explained under "Quick inmate intake" in section two of the *Spillman Jail Management User's Guide*), consider the following guidelines when setting up the Jail Facility Housing (in `jmhouse`).

Create few level 1 entries

Create as few entries as possible for level 1. Most agencies require at least the following four types of Jail Facility Housing definitions at level 1:

- Non-temporary locations that belong to the jail (for example, inmate's bed)
- Temporary locations that belong to the jail (for example, exercise yards, libraries)
- Non-temporary locations that do *not* belong to the jail (for example, hospital beds)
- Temporary locations that do *not* belong to the jail (for example, courts, off-premise work)

Understand use of Specific Location Required field

At any given level 4, the **SpcLc** field (Specific Location Required) allows the agency to define whether a user moving an inmate to that location *must* select a specific level 5 spot for the inmate (for assignment to a cell-bed), or not (for movement to the exercise yard or library). If not (**SpcLc**=N), then the software automatically assigns the next available level 5 spot.

Create appropriate level 5 entries

When creating locations at level 5, keep the following guidelines in mind:

- If a specific location is required, as is usual with inmate housing, then define between 14 and 56 entries (one to four LEVEL 5 screens) at each level 5.

  To accomplish this, define cell-bed combinations at level 5, instead of defining cells at level 4 and beds at level 5. For example, group the cell-bed combinations by Pod, with the cell and bed identified by the location's level 5 code (for example, 1A01, 1A02, 1B01, 1B02, 1B03, and 1C01).

- If a specific location is not required (as for a rec yard), then define as many locations as possible at a given level 5. When an inmate is put in that location, the software uses the beginning level 5 spots as they become available. This clusters all inmates at the beginning of that level 5 location display, making the display more useful.

The above two specifications are not requirements. However, Spillman Technologies recommends them to make the most of the simplified lookup and to reduce the number of screens (for example, level 5 screens) that a user must review to evaluate inmates' location assignments and occupancy.

Specifying Housing and Isolation Levels for Keep Separate

To use the Keep Separate enhancement at your facility, you must set up jail housing and then specify the housing levels at which to enforce the Keep Separate associations. You can specify a different level for each housing location. For example, you might specify that Keep Separate inmates can be placed on the same floor of building A, but not in the same cell. In addition, you might specify that Keep Separate inmates cannot be placed in the same recreation yard. The levels that you specify apply to all Keep Separate inmates.

If you have not already set up your jail facility, then do so by using the Assign Housing screen (`jmhouse`). See "Defining Jail Facility Housing: an Overview" on page 48. Then, follow the instructions in this section to specify the housing levels for Keep Separate enforcement.

After you specify a housing level for enforcement, a Keep Separate violation occurs whenever two or more members of the same Keep Separate association are placed in that location or any of its sublocations. (Sublocations have a higher housing level number.) Therefore, suppose that you want to allow male Keep Separate inmates to be placed in the male housing unit but not in the same cell block or cell. Set the isolation at level 3 (Cell Block A), as in the following example.

Spring County Jail (Level 1)
No violation

Male Housing Unit (Level 2)
No violation

Cell Block A (Level 3)
Violation

Cell A1 (Level 4)
Violation

In addition to setting the isolate value for cell block A, you must set it for the other cell blocks in the jail.

Use the following procedure to define the levels at which inmates are to be kept separate:

1. Open the Facility Housing Definitions screen by entering `jmhouse` at the command line.

The screen lists all the level 1 housing locations that you have set up. For example, if you have defined Spring County Jail as a level 1 location, then the list includes `Spring County Jail.`

NOTE

To verify the sublocations that you have defined for any level 1 location, simply highlight the level 1 location and click the **View** button. When finished, click the **Org** button to close the view window.

2. Highlight the level 1 location for which you want to define a Keep Separate level. Then, click the **Mod** button. The Facility Housing Definitions detail window opens. The window displays information about the selected level 1 location (in this case, Spring County Jail).
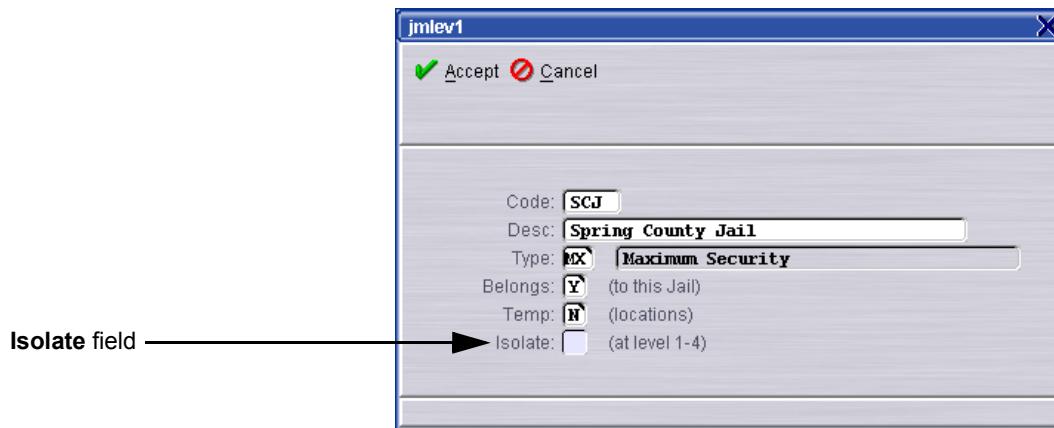
Isolate field

3. In the detail window, move the cursor to the **Isolate** field. Enter a value in the range 1–4, specifying the level at which all inmates who

have a Keep Separate association are to be kept separate. For example, to enforce isolation in the Spring County Jail as described earlier (at level 3, cell block A), enter **3** in the **Isolate** field.

4. Click **Accept** (Alt+A). The isolate value appears on the main Facility Housing Definitions screen.

Displayed Isolate value
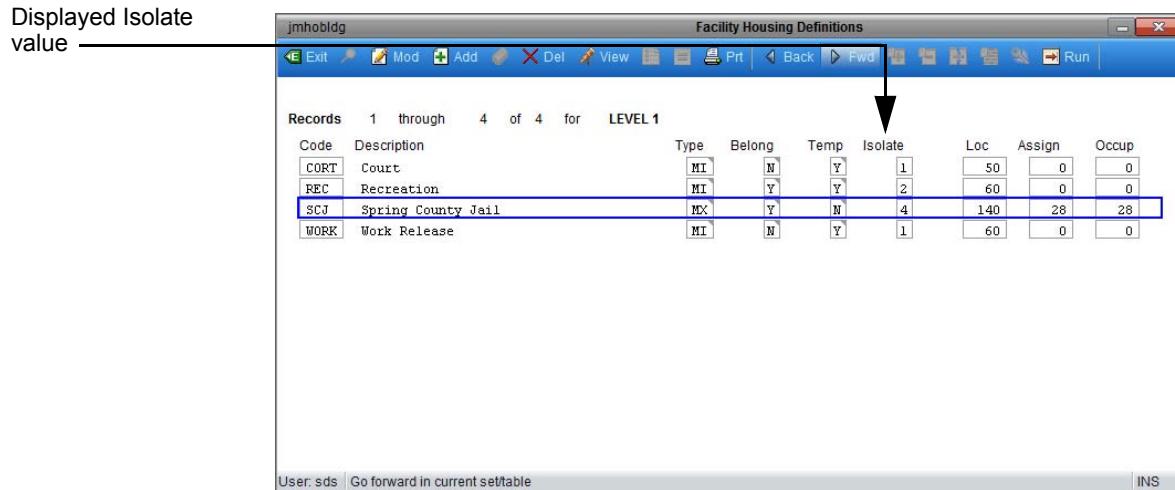
5. Repeat steps 2–4 for any other level 1 location (such as the courthouse) for which you want to enforce isolation.

6. Click the **Exit** button to exit the Facility Housing Definitions (`jmhouse`) screen.

Setting Up Check/Receipt Printer

Make sure the SPOOLERR environment variable defines the printer that is to be used for printing receipts after a user posts a charge to an inmate's cash account.

In addition to the printer used for printing reports and so forth, you must define a printer for printing checks. (This can be the same printer with a second definition.) Make sure you do each of the following:

- At the operating system level, define the printer as a "raw" printer or a plotter. Refer to your operating system documentation for instructions. If the printer is also used for printing regular reports, then it has two definitions in the operating system—one regular definition and one defining the printer as the raw printer.

- Set up the variables that define user printers in the *Spillman Application Setup and Maintenance Manual*.

- If the printer functions as a regular printer and as a "raw" printer (printing both reports and checks), then change the printer paper each time you switch functions.

Setting Next Receipt Numbers

You have the option to designate the next receipt numbers for Property Issued and Property Taken. You can let the software default to the next receipt number (beginning with 1). Or, if you wish to start with a receipt number other than 1, then you can modify the next receipt number through the Internal Record Number Maintenance table (`sylngids`). To do so, follow the steps below.

1. Access the Internal Record Number Maintenance table.

2. Click the **Srch** button, and enter search data in the **Table Record IDs Are For** field. Use one of the table names listed in the following table.

`pirctin`	(Property Issued In)
`pirctout`	(Property Issued Out)
`pwrctin`	(Property Withheld In)
`pwrctout`	(Property Withheld Out)

3. Click **Accept** (Alt+A) to begin the search.

4. With the correct record displayed on the screen, click **Mod** and enter in the **Next Available LONG Record ID** field the receipt number you wish to appear on the next receipt printed from that program. The software automatically increments receipt numbers, beginning with the number you enter here.

Setting Cash Account Control Defaults

You can set cash account control defaults for inmates in the jail. For example, you might restrict cash account withdrawals for the first 3 days of all incarcerations. You might also limit long-term inmates to a maximum cash account balance of no more than $1000.00.

> **NOTE**
>
> The cash account controls feature allows restrictions on inmate cash account changes made in `jmcash` but provides *no* restrictions on commissary purchases.

To set control defaults for cash accounts, access the Cash Account Control Defaults table (`jccacd`), which is on the Jail Utility Programs menu.

The Cash Account Control Defaults screen appears as follows.
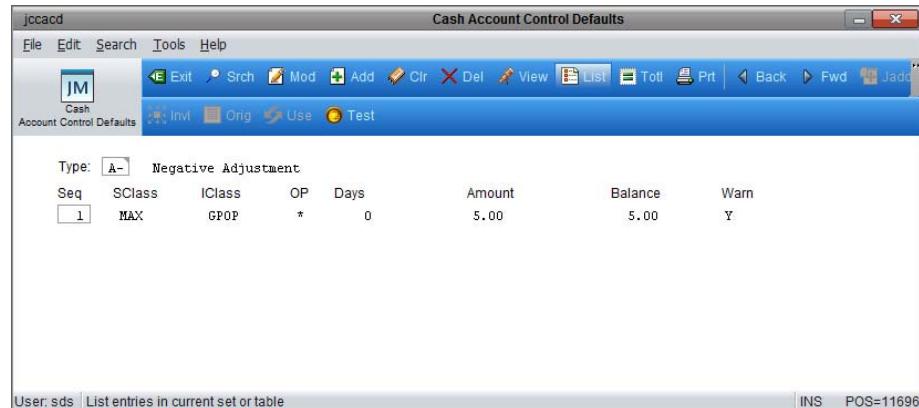
Fields on the Cash Account Control Defaults table

`Type`

2 characters, coded field. Enter the code for the transaction type. Perform a Lookup to view valid codes. The following five transaction types are available.

A-	Negative Adjustment
AJ	Positive Adjustment
CR	Cash Receipt
CD	Cash Disbursement
*	All Applicable

Seq

Detail field. Click **Detail** (Ctrl+N) to access the detail window. The software-assigned sequential number unique to this detail window. You can modify it if necessary. This detail window accommodates information regarding defaults for a specified transaction type. Seven other fields are provided.

S Class

3 characters, coded field. Enter the security code to apply the restriction to inmates in a particular security class. Perform a Lookup to view a list of valid codes (for example, minimum, medium, maximum).

I Class

4 characters, coded field. Enter the institutional class code to apply the restriction to inmates in a particular institutional class. Perform a Lookup to view a list of valid codes (for example, general population, medical segregation).

OP

2 characters, coded field. Enter the code of values associated with days the control is restricted. Perform a Lookup to view a list of valid codes (for example, less than, greater than, or equal to).

Days

4 characters, numeric field. Enter the number of days after booking to apply the restriction.

Amount

11 characters, numeric field. Enter a dollar amount that defines the upper limit for transactions. (The restriction will allow transactions between $00.00 and the amount you enter here. For example, if you enter $10.00, then no transaction can exceed $10.00.) Leave blank to indicate no limit.

Balance

11 characters, numeric field. If the transaction you are restricting is a cash receipt or positive adjustment transaction, then enter a dollar amount indicating the maximum balance to allow. If the transaction you are restricting is any other kind of transaction, then enter a dollar amount indicating the minimum to allow. Leave blank to indicate no balance limits.

Warn

Yes/No. This code determines whether the software enforces the restriction or simply issues a warning. Perform a Lookup to view a valid list of codes. YES gives a warning, but allows the user to override it. NO prevents the transaction, without any warning.

> **NOTE**
>
> Cash account control defaults are applied to the most recent booking. If no active booking exists, then the software enforces only one restriction, that an account balance must always remain greater than zero.

The Cash Account Control Defaults table (jccacd) contains preloaded values for cash disbursements and negative balances. These values prevent inmate cash account balances from dropping below zero. You can click the **Mod** button and create defaults applicable to your agency's needs. You can keep the entries that were installed with the Spillman software and add more, or you can delete the entries. Some default examples are shown below.

Example 1

No cash receipts or disbursements of funds can be made to or from an inmate's account for the first three days of incarceration. Enter data as shown below.

Type: CD	Cash Disbursement						
Seq	SClass	IClass	OP	Days	Amount	Balance	Warn
1	*	*	LE	3			N

Type: CR	Cash Receipt						
Seq	SClass	IClass	OP	Days	Amount	Balance	Warn
1	*	*	LE	3			N

The asterisks (*) under **Sclass** and **Iclass** indicate that this restriction applies to all security and institutional classes (everyone). Because the **OP** field contains LE (less than or equal to) and the **Days** field contains 3, the restriction applies to the first three days of incarceration. The amount ($0.00) applies the restriction to any transaction of $0.00 or above.

Example 2

The minimum and maximum account balance resulting from a cash disbursement or receipt shall be between $0.00 and $500.00. No cash disbursement or receipt shall exceed $100.00. Enter data as shown below.

Type: CD	Cash Disbursement						
Seq	SClass	IClass	OP	Days	Amount	Balance	Warn
1	*	*	LE	0	100.00		N

Type: CR	Cash Receipt						
Seq	SClass	IClass	OP	Days	Amount	Balance	Warn
1	*	*	LE	0	100.00	500.00	N

The asterisks (*) indicate that this restriction applies to all security and institutional classes (everyone), but that no day restriction applies. The `Cash Disbursement` entry limits disbursements to $100.00 during a transaction and prevents account balances from falling below $0.00. The `Cash Receipt` entry limits receipts to $100.00 during a transaction and account balances to $500.00.

Because no positive or negative adjustment entries have been made above, the restrictions apply only to receipts and disbursements. They do not apply to adjustments.

Example 3

Inmates under disciplinary isolation shall not deposit (`Cash Receipt` and `Positive Adjustment`) or withdraw (`Cash Disbursement` and `Negative Adjustment`) amounts exceeding $50.00. The minimum cash account balance shall be between $0.00 and $500.00. Enter data as shown below for each of the four transaction types.

Type: CR	Cash Receipt						
Seq	SClass	IClass	OP	Days	Amount	Balance	Warn
1	MAX	DISP	LE	0	50.00	503.00	N

This example demonstrates that maximum-security, disciplinary isolated inmates are restricted. No day restriction applies. The amount of transaction is limited to $50.00. If money is added to the account, then the balance limit is $500.00. If money is taken out of the account, then the balance limit is $0.00.

Using the Test button for cash account controls

The **Test** button lets you test cash account defaults before using them in the jail facility. Once you set the controls to use, click **Test**. The following window appears.
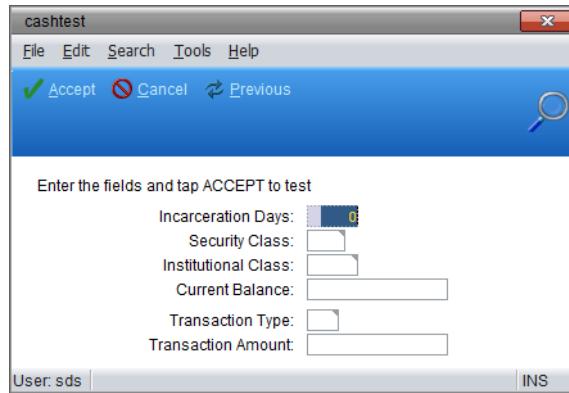
Enter data in the fields applicable to the default you wish to test. For descriptions of the fields on the screen, refer to the cash account control defaults section, above. Once you finish entering information, click **Accept** (Alt+A). The software displays a message indicating whether the test transaction is permitted. You might receive a message similar to this:

```
This amount exceeds $0.00.
```

Or, you might receive a message similar to this:

```
Transaction is OK.
```

Once you exit the Cash Account Control Defaults table (`jccacd`), any test values you have entered are erased.

Setting cash account controls for specific inmates

You can control transactions associated with a specific inmate's cash account without affecting the controls of other inmates. For example, you might restrict a particular inmate's cash deposit or withdrawal capability by not allowing transactions in excess of $200.00, or you might restrict an inmate from making withdrawals for a certain number of days.

> **NOTE**
>
> The inmate cash account controls feature allows restrictions on inmate cash account changes made in `jmcash`, but provides *no* restrictions on commissary purchases.

To set cash account controls for a particular inmate, access the Inmate Cash Account Controls (`jmicashc`) program. The Inmate Cash Account Controls screen appears as follows.
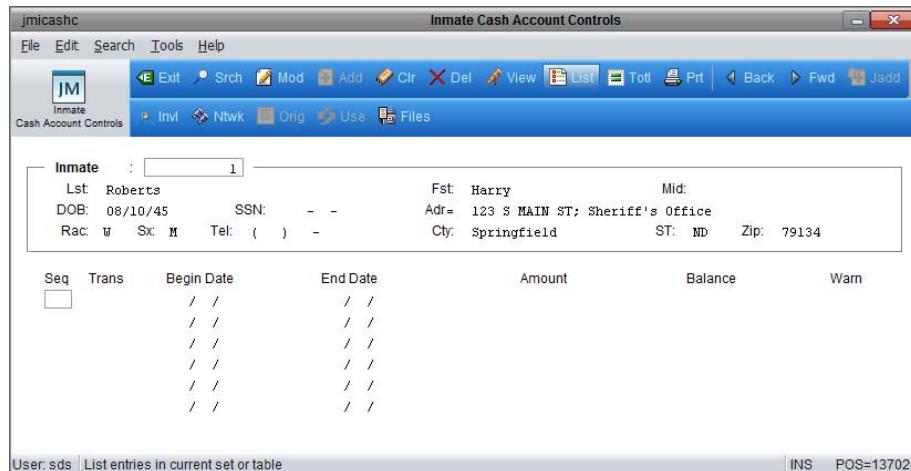
Inmate

9 characters, alphanumeric field. The Name record number for the inmate. This number must correspond with an existing Name number.

Enter the Name number for the inmate, and then click **Accept** (Alt+A). The software fills in the Inmate block. If you do not know the inmate's Name number, then press ENTER at the **Inmate** field. The cursor moves to the **Last Name** field. Enter search criteria. When you find the Name record, press Ctrl+X. The inmate's name information appears, along with any existing cash account restrictions.

Seq

Detail field. The software-assigned sequential number unique to this detail window. Click **Detail** (Ctrl+N) to enter the detail window. You can modify

the number if necessary. The detail window accommodates all inmate transaction restrictions. Six other fields are provided in the detail window.

To change a current inmate restriction or add a new one, click the **Mod** button. A detail window appears as below.

Trans

2 characters, coded field. Enter the code for the transaction type. Perform a Lookup to view valid codes. The following five transaction types are available.

A-	Negative Adjustment
AJ	Positive Adjustment
CR	Cash Receipt
CD	Cash Disbursement
*	All Applicable

Begin Date

mm/dd/yyyy. Enter the date the restriction starts.

End Date

mm/dd/yyyy. Enter the date the restriction ends.

Amount

11 characters, numeric field. Enter a dollar amount that defines the limit allowed for transactions. (The restriction will allow transactions between $00.00 and the amount you enter here. For example, if you enter `10.00`, then no transaction can exceed $10.00.) Leave blank to indicate no limit.

Balance

11 characters, numeric field. If the transaction you are restricting is a cash receipt or positive adjustment transaction, then enter a dollar amount indicating the maximum balance to allow. If the transaction you are restricting is any other kind of transaction, then enter a dollar amount indicating the minimum to allow. Leave blank to indicate no balance limits.

Warn

`Yes/No`. This code determines whether the software enforces the restriction or simply issues a warning. Perform a Lookup to view a valid list of codes. `YES` gives a warning, but allows the user to override it. `NO` prevents the transaction, without any warning.

> **NOTE**
>
> Control records for individual inmates override default control records set in `jccacd`. For example, if a default control record limits withdrawals to $30.00 but an individual inmate's control record allows that inmate to withdraw $100.00, then the inmate can withdraw up to $100.00.

Examples of inmate cash account control are shown below.

Example 1   The inmate is prohibited from depositing or withdrawing funds for four days, starting 01/10/03.

Example 1 prohibits Kevin Crouch from making the specified transactions (cash receipt and cash disbursement) from 01/10/03 through 01/13/03. On or after 01/14/03, Crouch can perform any transaction, unless the `jccacd` table contains control defaults for a given transaction type.

Example 2   The inmate's maximum cash deposit and withdrawal shall not exceed $200.00.

Example 2 limits all Sean Davis's transactions, regardless of the date, to $200.00 or less.

To examine individual inmate controls that are expired or currently in force, run the Inmate Cash Account Controls Report (`rpjmicac`).

Deleting a Booking

Occasionally, you might need to delete bookings to clean up the database. There are two ways to delete bookings.

CAUTION

For safety and security purposes, only you or your SAA assistant should delete bookings. When you delete a booking number, all data related to that booking number becomes irretrievable!

Method 1

Before you can delete the booking, you must delete any non-system involvements for the booking. You can delete these involvements through the Jail Inmate Summary (`jmsumry`) record for the booking. After you delete all non-system involvements for the booking, delete any jail event records, offense records, arrest records, scheduling records, and the main jail record for the booking, as outlined below.

NOTE

The `pcmain`, `evmain`, and `evhist` tables might have references to the booking number. You must remove these references *before* the `jmbookdl` program can delete the booking number.

If these references exist, then an error message similar to the following appears: `Cannot delete booking because of EVHIST reference.` To remove the link to the referenced table, go to the related record (`pcmain`, `evmain`, or `evhist`) and clear or modify the **Booking #** field entry.

Deleting event records

To delete an event record, follow these steps:

1. Access the Inmate Log table (`jmjlog`).

2. Click **Srch** and then, in the **Booking Number** field, enter the booking number for the booking you wish to delete.

3. Click **Accept** (Alt+A) to signal the software to search for all inmate log records associated with that booking number.

4. The software forms a selection set of event records for the booking number you specified, and the first matching record appears on the screen.

5. Delete each event record in the selection set, using either of the following procedures:

– If the selection set contains only a few records, then highlight and delete each event record separately, using the **Del** button.

– If the selection set contains many records, then change to super user status and delete the entire set at once. For instructions, the *Spillman Application Setup and Maintenance Manual*.

6. After you delete all event records for the booking, exit the Inmate Log table.

Deleting offense records

To delete an offense record, follow these steps:

1. Access the Booking Inquiry and Modifications menu. Select the Offense table (`jmoffens`). Access the booking you wish to delete.

2. The first Offense record for this booking appears on the screen. Using the **Del** button, delete all Offense records for this booking. You must start with the offenses that are not prefatory to other offenses—for example, those that have no offenses to be served consecutive to (after) them.

3. Exit the Offense table.

Deleting the main jail record

The Main Jail program (`jmmain`) contains a record for each booking. This record includes the location of the inmate, the existence of attached records (assessments, property issued, and medical history), the inmate's cash account balance, and so forth.

> **NOTE**
>
> The software does not delete the person's Name record or any Additional Name Information, Medical History, Required Medications, or Cash Account File records associated with that Name record.

1. Access the Main Jail Record program (`jmmain`), and find the booking you wish to delete.

The Jail record for that booking appears on the screen.

2. Click **Del**. The software prompts `Are you sure you want to delete this record?` Click **OK** or press ENTER to delete the booking record, or click **No** to cancel the operation.

A message similar to the following appears at the bottom of the screen: `Record (plus 24 detail records) deleted.`

3. After the software deletes the booking, press ENTER.

> **NOTE**
>
> If the `pcmain`, `jmjschd`, `evmain`, or `evhist` table contains any references to the booking number, then an error message similar to the following appears: `Cannot delete booking because of EVHIST reference.` To remove the link to the referenced table, open the related record (for example, the `evmain` or `evhist` record) and clear or modify the **Booking #** field entry.

Method 2

You can delete a booking number in one simple step using the Jail Booking Delete program (`jmbookdl`). This eliminates the need to go to numerous programs and delete information. This program provides the essential information about the inmate's Assigned Housing, scheduled events, cash account balance, arrests and offenses for the booking, and holds.

The Jail Booking Delete program removes data from the following tables: `jmmain`, `jmsched`, `jmjlog`, `jmarrest`, `jmoffens`, as well as all detail records, and involvements tied to the booking number specified.

> **NOTE**
>
> The `pcmain`, `evmain`, and `evhist` tables might have references to the booking number: You must remove these references *before* the `jmbookdl` program can delete the booking number.
>
> If these references exist, then an error message similar to the following appears: `Cannot delete booking because of EVHIST reference.` To remove the link to the referenced table, open the related record (`pcmain`, `evmain`, `evhist`) and clear or modify the **Booking #** field entry.

Deleting a booking

To delete a booking, follow these steps:

1. Type **jmbookdl** at the command line, and press ENTER. The Jail Booking Delete screen appears.
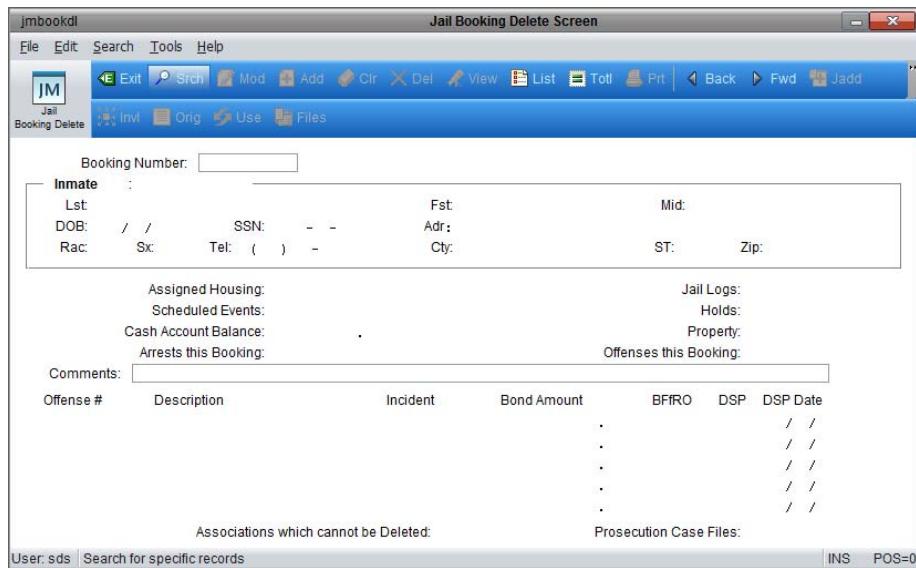
Fields on the Jail Booking Delete screen

`Booking Number`

9 characters, alphanumeric field. The number assigned to the person when he/she was booked into the jail.

`Inmate`

9 characters, coded field. The name number assigned to the person from the Names table.

The remaining fields on the screen are display-only, and automatically fill in when you click **Accept** (Alt+A) to retrieve a record.

2. Enter the booking number you wish to delete, and press ENTER.

   To search for an inmate, perform a Lookup at the **Inmate** field in the Inmate block. At the `Names` table, click **Srch** to search for the person. When you retrieve the correct record, click **Use** to place the information in the `jmbookdl` screen.

3. Check the information on the `jmbookdl` screen to confirm that you *still* want to delete the booking (`jmsched` event value, arrest and offense values).

4. Click **Del**, and then press ENTER.

   A message similar to the following appears.

   > There are 8 logs, are you sure you want to delete this booking
   >
   > [Yes] [No]
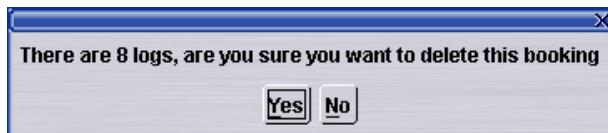
5. Click **Yes** or press ENTER to delete the booking.

   A message similar to the following appears: `Record (plus 3 detail records) deleted.`

6. Press ENTER.

   The following message appears: `Clearing empty selection set.`

7. Press ENTER.

Transferring a Booking

You might need to transfer a booking from one name to another. You perform this task through the Main Jail Record program (`jmmain`):

1. Access the Main Jail Record program (`jmmain`).

2. Using the **Srch** button, display the record for the booking you wish to transfer.

3. Click **Mod** and go to the **Inmate name number** field.

4. Enter the record number of the correct Name record (the name to which you wish to transfer the booking). Click **Accept** (Alt+A).

   If you do not know the record number, then perform a Lookup at the **Inmate** field. In the Names table, search for the correct Name record. Click the **Use** button when you find the Name record.

5. Not all the booking records transfer automatically. The cash account, medical history, and required medications are associated with the name, not the booking. If any of these records exists for the old name, then the software asks whether you want to transfer that record and all the existing records to the new name. If you transfer any of these files to the new name, then all existing bookings for that name (the new name) reflect the changes.

   You might receive some or all of the following prompts:

   — `Ok to update cash account records?`

   Click **Yes** or press ENTER if you wish to transfer the cash account records associated with this booking to the new name. If you do not wish to transfer the cash account records, then click **No**; the cash account entries remain associated with the original name.

   — `Ok to update Medical History records?`

   Click **Yes** or press ENTER if the medical history from the old name still applies. Click **No** if the medical history does not apply to the new name.

   — `Ok to update Required Medications records?`

   Click **Yes** or press ENTER if the required medications are the same for the new name. Click **No** if you do not wish to transfer the required medications records to the new name.

6. Click **Exit** to leave the Main Jail Record program.

Closing and Unclosing a Booking

Sometimes you will want to close a booking manually. This might be because a person was booked on another charge and you don't want to reactivate the old booking because of the new charge involved. Or, perhaps you know that the person will be on probation or will serve in another jail. The booking might even be an old booking that you don't want to keep open.

Closing a booking

To close a booking, follow the steps below:

1. Access the Main Jail Record program (`jmmain`), and find the booking you want to close.

2. With the **Mod** button highlighted, press the SPACEBAR to reveal the field numbers on the record.

3. Enter the number for the **Active** field.

> **NOTE**
>
> The status in the **Active** field must be `2 Inactive` to close the booking. The software does not let you modify the **Active** field if it displays any other status.

The software prompts `Do you want to close this booking?`

4. Click **Yes** or press ENTER to close the booking or click **No** if you do **not** want to close it. If you Click **Yes**, then the software displays the **Active** field status as `0 Closed`.

Unclosing a booking

If you decide not to close the booking, then unclose it by following these steps:

1. Access the Main Jail Record program (`jmmain`), and find the booking you want to unclose.

2. Highlight **Mod**, and then press SPACEBAR to reveal the field numbers.

3. Enter the number for the **Active** field.

The software prompts: `Do you want to unclose this booking?`

4. Click **Yes** or press ENTER to unclose the booking or click **No** to leave the booking closed. If you click **Yes**, then the software displays the **Active** field status as `2 Inactive`.

Fixing Sentence Error

If the sentence for offense B is consecutive to the sentence for offense A, then enter this information only in the **Consecutive to Offense Number** field of offense B.

If you enter information in the **Consecutive to Offense number** fields of both offenses A and B, then you create a loop that shows sentence A consecutive to sentence B, which is consecutive to sentence A. According to the software, the inmate never gets out of jail.

If this error occurs, then the software displays following error message. `The preceding sentence xxx for sentence xxx causes a CYCLE.` Only you or another authorized database super user can fix this problem, by following the steps below:

1. Turn on super user status by enabling `su`.

2. At the Offense Information screen (`jmoffense),` locate the offense that is creating the error message. The offense number is indicated in the `xxx` position in the error message.

3. Click the **Sent** button. The Sentence Adjustment screen appears.

4. Press ENTER through the fields until you reach the **Consecutive to Offense Number** field. At that field, press CLEAR (Ctrl+Z).

5. Click **Accept** (Alt+A).

Allowing Partitioning for Jail Management Records

Before you enable agency partitioning, non-agency partitioning, or password protection for the Jail Management module, make sure that you understand how these security measures work. Otherwise, you might implement security measures that prevent a jail officer from processing an inmate.

> **NOTE**
>
> Spillman Technologies strongly discourages the use of password security on Spillman tables and records because people tend to forget passwords.

For a detailed explanation of the security functions described in this section, refer to the *Spillman Security Setup and Maintenance Manual*.

Using chkparnt to protect Detail records

To fully implement security for Main Jail records, set the `chkparnt` application parameter to protect all Detail records associated with the Main Jail records:

1. Open the System Parameters table (`syparam`).

2. Search for or add a record for the parameter `chkparnt`.

3. In the **Value of System Parameters** field, enter the following values.

   jmjlog.booknum, jmjschd.booknum, jmoffens.booknum, jvmain.booknum

4. Click **Accept** (Alt+A) to save the `syparam` record.

   The values entered for `chkparnt` instruct the software to use the privileges of the parent record to protect Detail records that are accessible from the Inmate Log (`jmjlog`), Scheduled Events (`jmjschd`), Offense (`jmoffens`), and Visitor Log (`jvmain`) screens.

The following table lists the Detail records that are associated with a Main Jail record. The software protects these records if you set the `chkparnt` parameter as described in step 3. *If you do not set the* `chkparnt` *parameter as described, then the software does not protect the records in these detail tables*.

Table Name	Description
jmabill	Billing Agency History
jmaccirc	Arrest Circumstances Detail
jmadjoff	Sentence Adjustments
jmarrest	Arrest
jmbffr	Bonds, Fees, Fines, Restitution
jmcomm	Main Booking Comments
jmcommit	Scheduled Commitments
jmgenmed	Medical Condition
jmholds	Inmate Holds
jmibr	Arrest IBR Tracking
jminiscr	Initial Inmate Assessment
jmintrel	Inmate Intake and Release
jmirmisc	Comments for Intake/Release
jmloclog	Inmate Location Log
jmmedhis	Inmate Medical History
jmmedscr	Inmate Medical Assessment
jmnarr	Arrest Narrative
jmoffloc	Location Identification Detail
jmpaymt	Bonds, Fees, Fines, Etc Payments
jmpropi	Property Issued
jmpropw	Inmate Property Taken
jmreqmed	Required Medications
jmrisk	Risk Assessment
jmriskc	Risk Special Classifications
jmriskq	Risk Assessment Questions
jmsentd	Sentence Codes Detail

Setting security parameters

After you set the `chkparnt` parameter, set one or more of the following parameters as needed.

To implement this type of security	Set this parameter	In this table	Use the parameter to
Agency partitioning	`agncyprt`	`apparam`	Turn on agency partitioning.
	`sypartn`	`syparam`	Specify the tables to be affected by agency partitioning. To include Main Jail records, include **jmmain.agency** in the **Value of System Parameters** field in the `sypartn` record.
Non-agency partitioning	`hiderecs`	`apparam`	For Classic screens only. Make the **Partn** button available to users.
Password protection	`hiderecs`	`apparam`	Make the **Pswd** button available to users. **Note:** Spillman Technologies strongly discourages the use of password security on Spillman tables and records because people tend to forget passwords.

Adding sypriv records

If you enable non-agency partitioning or password protection, then add User Privileges (`sypriv`) records as needed to allow certain users access to the **Partn** or **Pswd** button from particular screens.

Setting Up the Charge Medication and Medical Fees Feature

To set up the software so that users can charge medical-related costs to inmates' cash accounts, you must set the `jmmedchg` application parameter. To enable your users to charge costs to accounts for agencies other than your own agency, you must also set the `rxaccts` parameter.

Make the Chgs button available

The `jmmedchg` application parameter determines whether the **Chgs** button appears on the toolbar of the Required Medication (`jmreqmed`) screen.

- To make the **Chgs** button available on the Required Medication (`jmreqmed`) screen, set the `jmmedchg` application parameter to **YES**.

- To prevent users from using the **Chgs** button, set the `jmmedchg` application parameter to **NO**.

Specifying alternative cash accounts

Use the `rxaccts` application parameter to specify alternative cash accounts (accounts at the other agencies for which you house inmates) that users can select when using the **Chgs** button on the Required Medication (`jmreqmed`) screen.

Use the following procedure to define alternative cash accounts:

1. Add a Name record for each agency.

2. Add a Booking record for each agency. From the Booking screen, write down the name number (the number that the software generates when you add the booking record) of each agency.

3. In the Application Parameters table (`apparam`), find or add a record for the `rxaccts` parameter. In the **Application Parameter Value** field of this record, type the name numbers of the agencies that you want to appear in the list on the Required Medication (`jmreqmed`) screen. Begin with the most frequently used agencies, and separate the name numbers with commas.

4. Click **Accept** (Alt+A) to save the record.

When users access the agency list, the software displays the agency names in the order specified in the `rxaccts` application parameter record.

Chapter 3

Setting Up Security

Jump to topic:

Introduction

This chapter lists the Classic Jail Management menus, tables, programs, and reports so that you can allow or deny certain groups and individual users access to them. It also lists levels of access that you might find appropriate for your "average user." These suggestions are general and will not be appropriate for every agency, so consider carefully the unique needs of your agency. *Spillman Technologies is not responsible for any damage caused by inappropriate access privileges*.

In addition to setting up security for each of your agency's modules, be sure to give all users privileges to basic features of the software as described in the *Spillman Security Setup and Maintenance Manual*.

For instructions on assigning privileges, the *Spillman Security Setup and Maintenance Manual*.

Giving Access to Criminal History Bookings

Users who record criminal history bookings (non-custody bookings) need access to some or all of the menus, tables, and programs listed below. The privileges listed are guidelines for an average user. They are not requirements.

Description	Name	Privileges
Jail Menu	`jail`	`Access`
Criminal History Booking	`noncust`	`Access`
Names table	`nmmain`	`Access/Add/Modify`
Additional Name Info	`nmextra`	`Access/Add/Modify`
Arrest table	`jmarrest`	`Access/Add/Modify`
Offense table	`jmoffens`	`Access/Add/Modify`
Law Incident table	`lwmain`	`Access/Read` (for the Offense screen **Related Incident** field)
Offense Summary	`jmoffsum`	`Access/Read` (for persons needing to view offense information)

Giving Access for Full, Supplemental, and Express Bookings

Users who record full, supplemental and express bookings and users who modify bookings through the Booking Modifications menu need access to some or all of the menus, tables, and programs listed below. Most of the privileges listed are guidelines for an average user. Required privileges are marked as such.

Description	Name	Privileges
Jail Menu	`jail`	`Access`
Full Booking	`fullbook`	`Access`
Supplemental Booking	`suppbook`	`Access`
Quick Inmate Intake	`jmquicki`	`Access/Add/Modify` (required privileges)
Quick Inmate Release	`jmquickr`	`Access/Add/Modify` (required privileges)
Express Booking	`exprbook`	`Access`
Booking Mod. Menu	`bookmod`	`Access`
Names table	`nmmain` and `names`	`Access/Add/Modify`
Additional Name Info	`jmnmxtra`	`Access/Add/Modify`
Merge Name Records	`namemerg`	`Access` (for persons updating Name information for Express Bookings)
Jail Summary table	`jmsumry`	`Access/Read` (for persons needing to view booking information)
Offense Summary table	`jmoffsum`	`Access/Read`
Arrest table	`jmarrest`	`Access/Add/Modify`
Offense table	`jmoffens`	`Access/Add/Modify`
Bonds, Fees, Fines, Restitution, Other	`jmbond` `jmfees` `jmfine` `jmrest` `jmother`	`Access/Add/Modify`
Sentence Adjustments	`jmadjoff`	`Access/Read`
Law Incident table (for the Offense screen **Related Incident** field)	`lwmain`	`Access/Read`

Description	Name	Privileges
Inmate Medical History	`jmmedhis`	`Access`/`Add`/`Modify`
Required Medications	`jmreqmed` `jcdispen`	`Access`/`Add`/`Modify` (and possibly `Delete`)
Risk Assessment	`jmrisk`	`Access`/`Add`/`Modify`
Property Issued	`jmpropi`	`Access`/`Add`/`Modify` (and possibly `Delete`)
Scheduled Commitments	`jmcommit`	`Access`/`Add`/`Modify` (and possibly `Delete`)
Jail Release Holds	`jmholds`	`Access`/`Add`/`Modify`
Inmate Intake & Housing	`jmintake`	`Access`/`Add`/`Modify`
Involvements (for Inmate Intake and for recording vehicles withheld)	`invl`	`Access`/`Add`/`Modify`
Overall Sent Adjustment	`jmadjsnt`	`Access`/`Add`
Release Inmate	`jmrelese`	`Access` (To have the **Prop** and **Aroff** buttons, users need access to `jmpropi` and `jmoffens`.)
Initial Inmate Screening	`jminiscr`	`Access`/`Add`/`Modify` (and editor access)
Inmate Med. Screening	`jmmedscr`	`Access`/`Add`/`Modify` (and editor access)
Property Taken	`jmpropw`	`Access`/`Add`/`Modify` (Also give access to `Invl`.)
Visitor Log Menu	`visit`	`Access`
Scheduled Events table	`jmjschd`	`Access`/`Add`/`Modify`
Inmate Log	`jmjlog`	`Access`/`Add`/`Modify`
Jail Booking History	`jmbhist`	`Access`
Jail Inmate Summary	`jmsumry`	`Access`
Inmate Location Log	`jmloclog`	`Access`/`Add`/`Modify`
Confined Inmate Movement	`jmcimove`	`Access`/`Add`/`Modify`
Vehicle table (for vehicles withheld)	`vhmain`	`Access`/`Add`/`Modify`

Giving Access to Reports

Users who run the Jail Management reports need `Access` privilege to some or all of the following reports.

Report	Name	Report	Name
Active Cash Account Detail	`rpjmacar`	Adjusted Risk Level Report	`rpjmcrsk`
Arrest and Offense Report	`rpjmaor`	Arrest Summary Report	`rpjmasr`
Arrests by Day and Hour	`rpjmata`	Attorney Information Request	`rpjmques`
Average Days Served	`rpjmads`	Avg Daily Inmate Population	`rpjmadip`
Bond Company Payment Summary	`rpjmbcps`	Bond Company Payment Totals	`rpjmbcpt`
Booking by Day and Hour	`rpjmbtar`	Booking Number Info. Report	`rpjmnums`
Booking Reports Menu	`bookrep`	Booking Summary Report	`rpjmbsr`
Booking Summary Sheet Report	`rpjmbssr`	Booking Type Statistics	`rpjmbtsr`
CA Audit Summary, by Inmate	`rpjmcaas`	CA Summary by Transaction Type	`rpjmcatr`
CA Summary, by Inmate, by Date	`rpjmcats`	CA Totals by Transaction Type	`rpjmicat`
CA Transaction List by Date	`rpjmcapr`	Cash Account Balance Report	`rpjmcabr`
Close Inactive Cash Accounts	`rpjmincl`	Criminal Hist Rpts Menu	`chistrep`
Current Inmate Book & Rel List	`rpjmcibr`	Current Inmate Classifications	`rpjmcic`
Current Inmate Data Summary	`rpjmciis`	Current Inmate Housing List	`rpjmcihl`
Current Inmate Incarc Aging	`rpjmciia`	Current Inmate List	`rpjmcil`
Current Inmate Offense List	`rpjmciol`	Current Inmate Stat. Analysis	`rpjmcips`
Current Inmate Time Incarc	`rpjmciti`	Current Release Schedule Rpt	`rpjmcrsr`
Daily Population Report	`rpjmdpr`	Days Served Report	`rpjmdsr`
Delete Zero-Balance Accounts	`rpjmindl`	Demo. Analysis Persons Arrested	`rpjmdapa`
Demo. Analysis, Persons Booked	`rpjmdapb`	Dissemination Log	`jmdislog`
Dissemination Summary Report	`rpjmchdr`	Facility Transfer Report	`rpjmject`
GED Eligible Inmate Report	`rpjmged`	Housing Occupancy Report	`rpjmhor`
Inactive Cash Accounts Listing	`rpjmical`	Individual Arrest Report	`rpjmiar`
Individual Crime History	`rpjmich`	Individual History Report	`rpjmihr`
Inmate Arrival by Day and Hour	`rpjmatar`	Inmate Cash Account Controls	`rpjmicac`
Inmate Clothing Size Report	`rpjmicsr`	Inmate Commitment Schedule	`rpjmics`

Report	Name	Report	Name
Inmate Court Appearance Schedule	`rpjmicas`	Inmate Due Out List	`rpjmidol`
Inmate Each Day Report	`rpjmied`	Inmate Housing Rpts Menu	`ihousrep`
Inmate List by Class and Risk	`rpjmric`	Inmate Location Event Report	`rpjmile`
Inmate Location Report	`rpjmilr`	Inmate Location Summary Report	`rpjmilsr`
Inmate Medical History Report	`rpjmimh`	Inmate Mgt. Rpts. Menu	`managrep`
Inmate Pop. by Demographics	`rpjmcdip`	Inmate Population Report	`rpjmipr`
Inmate Property Withheld	`rpjmipw`	Inmate Release Information	`rpjmiri`
Inmate Special Diet List	`rpjmisdl`	Inmates by Arrival Date	`rpjmiad`
Inmates by Date and Judicial Status	`rpjmijs`	Jail Event Schedule Report	`rpjmies`
Jail Event Summary Report	`rpjmjesr`	Jail Events by Day and Hour	`rpjmjeta`
Jail Financial Rpts Menu	`jfinrep`	Jail Location Summary Report	`rpjmlsr`
Jail Mgt Menu	`jail`	Jail Multi-Agency Billing	`rpjmabil`
Jail Record and Meals Report	`rpjmjrmr`	Jail Release and Bail Info. Report	`rpjmbri`
Jail Reports Menu	`jailrep`	Justice Benefits Inc Report	`rpjmjbi`
Log of Juveniles Held	`rpjmljh`	Medical Events Finance Summary	`rpjmmefr`
Name Association report	`rpjmdnar`	Nonclassified Offenses Summary	`rpjmncos`
Offense Disposition Statistics	`rpjmods`	Offenses by Day and Hour	`rpjmotar`
Overbooking Statistics	`rpjmos`	Payments Received Summary	`rpjmprsr`
Persons Booked, Not Released	`rpjmpbnr`	Present Inmate Population Total	`rpjmpipt`
Print Inactive Accounts Aging	`rpjminac`	Prisoner with Offense & Fine	`rpjmsrp`
Probable Cause Statement	`rpjmapcs`	Property Issued Statistics	`rpjmpis`
Release Analysis by Day and Hour	`rpjmrtar`	Release Rpts Menu	`relrep`
Release Schedule Report	`rpjmrsr`	Release Summary Report	`rpjmrsur`
Release Type Statistics	`rpjmrtsr`	Released Inmate Time Incarc	`rpjmriti`
Required Medications Report	`rpjmrmed`	Risk Assessment Report	`rpjmrisk`
Search Type Statistical Report	`rpjmstsr`	Social Security Adm report	`rpssa`
Total Amounts Received Report	`rpjmtar`	Total Events by Event Type	`rpjmte`
Total Offenses Report	`rpjmtor`	Unclassified Booking Report	`rpjmubr`

Report	Name	Report	Name
Visitation Summary Report	`rpjvvsr`	Work Release Statistics	`rpjmwosr`
Work Release Summary Report	`rpjmwrsr`		

Giving Access for Jail Events and Visitors Programs

Users who record jail events and jail visitors need access to some or all of the menus, tables, and programs listed below. The privileges listed are guidelines for an average user. They are not requirements.

Description	Name	Privileges
Jail Management Menu	`jail`	`Access`
Scheduled Events table	`jmjschd`	`Access/Add/Modify`
Names table (for a Lookup from Visitor Log)	`nmmain`	`Access/Add/Modify`
Inmate Log	`jmjlog`	`Access/Add/Modify`
Jail Utility Menu (to access Post Meds)	`jutility`	`Access`
Post Medications to Jail Log	`postmed`	`Access`
Visitor Log Menu	`visit`	`Access`
Visitors Log table	`jvmain`	`Access/Add/Modify`
Visitor Log Destinations	`jvtbdest`	`Access/Add/Modify`
Visitor Log Entry Posts	`jvtbpost`	`Access/Add/Modify`
Visitation Summary Rpt	`rpjvvsr`	`Access`

Giving Additional Privileges

Users who maintain additional Jail Management tables and programs need privileges to the following tables, programs, and menus.

Description	Table Name	Privileges
Jail Utility Programs Menu	`jutility`	Grant `Access` privilege to users who access the Jail Utility programs. This menu contains programs such as: Override Billing Agency History, Offense Summary, Post Medications to Event Log, Risk Questions Table, Main Jail record.
Facility Housing Definition	`jmhouse`	Grant `Access`/`Add`/`Modify`/`Delete` privileges to users who define jail housing.
Inmate Cash Account File	`jmcash`	Grant `Access`/`Add` privileges to users who record transactions directly at the inmate cash account file. (These privileges are not required to record commissary purchases or open/close an account.) As SAA, you need access to the `jccacd` and `jmicachc` programs.
Jail Booking History	`jmbhist`	Grant `Access`/`Read` privileges to users who view booking history.
Dissemination Log	`jmdislog`	Grant `Access`/`Add` privileges to users who disseminate criminal history.
Override Billing Agency History	`jmbillh`	Only the jail administrator and possibly an assistant need access to the billing agency history. These individuals will need super user access.
Risk Question table	`jmtbrskq`	Grant `Access`/`Add`/`Modify` and possibly `Delete` privileges to users who define or modify risk questions. This does not give access to the Risk Assessment program, only access to set up the risk assessment questions.

Main Jail Record	`jmmain`
	`jmjlog`
	`jmoffens`
		To delete bookings, the SAA (or the assistant in charge of the jail software) will need `Delete` privilege. To transfer bookings, this person will need `Modify` privilege to `jmmain`.